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ABSTRACT

Uniform procedures, terminology, definitions, forms, and instructions are presented to aid individual Florida community colleges in completing state reporting requirements. Following introductory information concerning the Community College Management Information System (CCMIS) the manual explains the purpose and characteristics of the Community College Information Classification Structure (CCICS), the standardized structure by which data from the 28 community colleges in Florida are uniformly organized according to a hierarchy of functions and activities. The next sections provide detailed information on the purposes, forms, and submission requirements for each of the reports to be submitted by the colleges to the State Board of Community Colleges. These include the operating budget, annual financial report, quarterly financial reports, cost analysis system and reports, schedule of student fees, facilities inventories, student database, annual personnel report, full-time equivalent enrollment report, acceleration report, program review reporting system, annual enrollment headcount package, placement and follow-up reports, feedback reports and entry-level testing, college annual reports series, and the Integrated Postsecondary Education Data System (IPEDS) finance report. Appendixes include a chart showing reporting requirements, IPEDS information, CCMIS data transmittal requirements, instructions and forms for other required reports, and facilities inventory update examples. (ALB)

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REPORTING MANUAL FOR FLORIDA COMMUNITY COLLEGES



June 1988

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REPORTING MANUAL FOR
FLORIDA COMMUNITY COLLEGES

JUNE 1988

DEPARTMENT OF EDUCATION
STATE BOARD OF COMMUNITY COLLEGES
TALLAHASSEE, FLORIDA

TABLE OF CONTENTS

INTRODUCTION	1.1
THE COMMUNITY COLLEGE INFORMATION CLASSIFICATION STRUCTURE (CCICS) .	2.1
OPERATING BUDGET (OB)	3.1
ANNUAL FINANCIAL REPORT (AFR)	4.1
QUARTERLY FINANCIAL REPORTS (QFR)	5.1
COST ANALYSIS SYSTEM AND REPORTS (CA-1, 2)	6.1
SCHEDULE OF STUDENT FEES (FW-1)	7.1
FACILITIES INVENTORY REPORTS (IU-1, 2, 3, 4)	8.1
STUDENT DATA BASE - PHASE I	9.1
ANNUAL PERSONNEL REPORT (APR)	10.1
FTE ENROLLMENT REPORT (FA-2, 3, 4)	11.1
ACCELERATION REPORT (OA-2)	12.1
PROGRAM REVIEW REPORTING SYSTEM (PRRS)	13.1
ANNUAL ENROLLMENT HEADCOUNT PACKAGE (AA-1, EA-3)	14.1
PLACEMENT AND FOLLOW-UP REPORTS (AA-2, 4,)	15.1
FEEDBACK REPORTS AND ENTRY LEVEL TESTING	16.1
COLLEGE ANNUAL REPORT SERIES (CARS-1 through CARS-11)	17.1
IPEDS FINANCE REPORT	18.1
APPENDIX A - CHART OF REPORTS	A.1
APPENDIX B - INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM	B.1
APPENDIX C - DETAIL CODING FOR A&P, VOCATIONAL PROGRAMS	C.1
APPENDIX D - CCMIS DATA TRANSMITTAL SPECIFICATIONS	D.1
APPENDIX E - OTHER REQUIRED REPORTS	E.1
APPENDIX F - CCMIS ADVISORY TASK FORCE MEMBERS	F.1
APPENDIX G - FACILITIES INVENTORY UPDATE EXAMPLES	G.1

SECTION 1

INTRODUCTION

Chapter 240.311, F.S., State Board of Community Colleges; Powers and duties.-- states: "(3) The State Board of Community Colleges shall: ... (h) Establish an effective information system which will provide composite data about the community colleges and assure that special analyses and studies about the colleges are conducted, as necessary, for provision of accurate and cost effective information about the colleges and about the community college system as a whole..." The Community College Management Information System (CCMIS) Procedures Manual addresses this statute by documenting the procedures, terminology, definitions, forms and instructions which will be used by individual colleges to meet State and Federal information requirements in a common, standard manner. This Manual replaces the Community College Management Information System (CCMIS) Procedures Manual, August 1980.

The State Board of Community Colleges is aware of the heavy reporting burden in each of the colleges and exercises every possible means to reduce that burden. Consequently, a number of reports have been eliminated from the previous Manual. This includes the CA-3 Full Cost of Instruction, SU-1 Space Utilization Report, OA-1 Annual Report of Output, SPD-1 Staff and Program Development, CI-1 Community Instructional Services Report, the Dual Enrolled High School Students Performance Report and the AA-1D Special Sections Report. Furthermore, fee waiver reporting has been eliminated from the FW-1 Student Fees Report. In spite of these efforts, several reports have been added since the August 1980 version of the Manual, most notable being reports relating to high school feedback and entry level testing.

In order to achieve the best possible update of the Manual, the CCMIS Advisory Task Force, representing the colleges, has assisted the Bureau of Information Systems in revising the Manual. They have reviewed each section and provided suggestions for improvement. Members of this Task Force are listed in Appendix C. Their efforts are gratefully acknowledged; their contributions to this update have been invaluable.

In addition, the staff of the State Board of Community Colleges (SBCC) has received numerous suggestions from college personnel regarding specific aspects of the Manual. Many of these also have been incorporated into the Manual. It is our belief that this revision both clarifies and simplifies procedures, terminology, etc.

The primary objective of the community college reporting system is to insure the comparability of information submitted by each college. The following conditions must exist for the information to be comparable:

- A. Data are arrayed in a common structure. To accomplish this, most reports are organized to collect information in the format of the Community College Information Classification Structure. This provides a common thread running through the information collected.
- B. Data elements are inserted into the structure using standard procedures and classification provided by the Statewide Course Numbering System.
- C. Data elements are defined in such a way as to promote consistency in the way colleges provide information.
- D. Data are aggregated and summarized using the same procedures.

With the uniform application of the information classification structure, coupled with common definitions used by each college, comparable information and an effective information system will be attained to better serve the colleges and the State Board of Community Colleges.

Following is a Chart of Reports and Chart of Reports Alpha List which contain the reporting schedule for all reports contained in the CCMIS Procedures Manual.

CHART OF REPORTS

Appendix A contains a Chart of Reports which displays each report in the CCMIS along with scheduled due dates and legal references.

SECTION 2

THE COMMUNITY COLLEGE INFORMATION CLASSIFICATION STRUCTURE (CCICS)

Purpose of the Structure

The Community College Information Classification Structure (CCICS) is one of the most important characteristics of the Community College Management Information System. It is the feature of the system which provides the continuity required to interrelate various types of information. The Structure is the common framework for classifying information by function and activity. Since there are twenty-eight (28) community colleges in Florida with various organizational structures and operational patterns, it is necessary to establish a standard structure as a communications base for the State-level information system. The use of the structure to group common functions and activities provides the necessary uniformity without impinging on or reducing the college's freedom of operation. The CCICS, therefore, provides a common basis for describing and communicating the functions and activities carried on in the Florida community colleges. Refer to Appendix C for the Classification of Instructional Programs (CIP).

Characteristics of the Structure

The following are the basic characteristics of the CCICS:

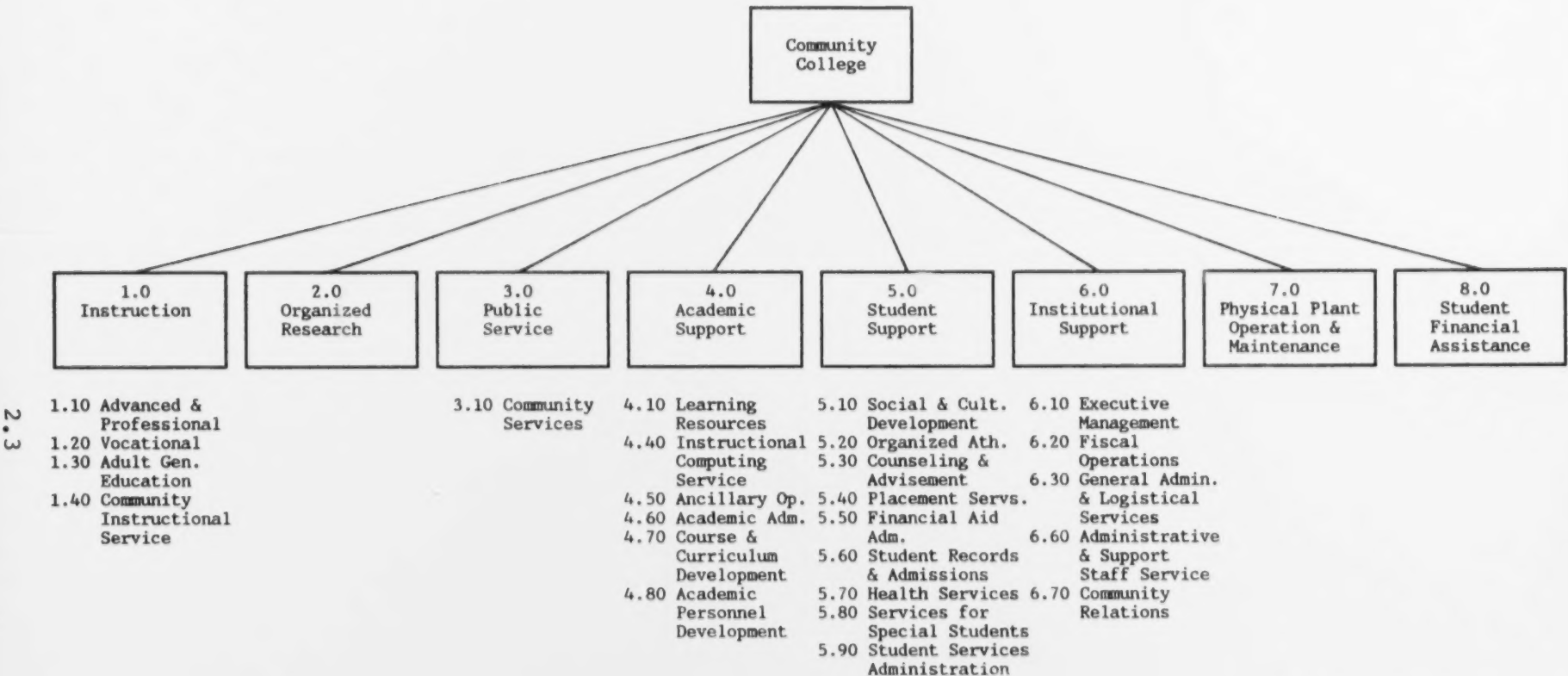
1. Classification of All Functions and Activities - The structure was designed to include all functions and activities carried on by the community colleges. It was organized so that each specific activity can be classified in only one component in each level of the structure.
2. Hierarchical Structure - The CCICS was constructed as a multi-level structure to provide a basis for classifying, grouping, and summarizing information. This structure provides for standard data elements in college data bases which can be aggregated to an appropriate level for routine reports and special requests.

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3. Integrated Information - One of the most important aspects of a good management information system is the ability to interrelate data or information. The CCICS provides a mechanism for relating the various categories of information (e.g., courses, disciplines, costs, expenditures, facilities, etc.) to the function and activity groups of the structure. Furthermore, the CCICS is integrated with the Statewide Course Numbering System to improve uniformity of the reporting function.
4. Standard Terminology and Definitions - Standard terminology and definitions are used to describe and define each component in the structure. This insures comparable classification and aggregation of data.

The charts on the following two pages show the top four levels in the CCICS: Function, Subfunction, Cluster and Category levels.

FUNCTION AND SUBFUNCTION LEVELS



FUNCTION, SUBFUNCTION, CLUSTER AND CATEGORY LEVELS

INSTRUCTIONAL

ADVANCED & PROFESSIONAL

- 1.1 Advanced & Professional
- 1.11.01 Agric. & Nat. Res.
 - 1.11.02 Archit. & Environ.
 - 1.11.04 Biological Science
 - 1.11.09 Engineering
 - 1.11.12 Health Professions
 - 1.11.19 Physical Sciences
 - 1.12.10 Fine & Applied Arts
 - 1.13.11 Foreign Languages
 - 1.13.15 Letters
 - 1.14.08 Education
 - 1.15.05 Business & Management
 - 1.16.07 Computer & Infor. Sci.
 - 1.16.17 Mathematics
 - 1.17.03 Area Studies
 - 1.17.20 Psychology
 - 1.17.22 Social Sciences
 - 1.18.06 Communications
 - 1.18.13 Home Economics
 - 1.18.14 Law
 - 1.18.16 Library Science
 - 1.18.18 Military Science
 - 1.18.21 Public Affairs
 - 1.18.23 Theology
 - 1.18.49 Interdisciplinary

POSTSECONDARY VOCATIONAL

- 1.2 Postsecondary Vocational
- 1.21.01 Agriculture
 - 1.22.01 Distributive
 - 1.23.01 Health
 - 1.24.01 Home Economics
 - 1.25.01 Office
 - 1.26.01 Trade & Industrial
 - 1.27.01 Public Service

POSTSECONDARY ADULT

- 1.2 Postsecondary Adult Vocational
- 1.21.02 Agriculture
 - 1.22.02 Distributive
 - 1.23.02 Health
 - 1.24.02 Home Economics
 - 1.25.02 Office
 - 1.26.02 Trade & Industrial
 - 1.27.02 Public Service

SUPPLEMENTAL VOCATIONAL

- 1.2 Supplemental Vocational
- 1.21.03 Agriculture
 - 1.22.03 Distributive
 - 1.23.03 Health
 - 1.24.03 Home Economics
 - 1.25.03 Office
 - 1.26.03 Trade & Industrial
 - 1.27.03 Public Service

ADULT GENERAL EDUCATION

- 1.3 Adult General Education
- 1.31.1 College Prep.
 - 1.31.2 Vocational Prep.
 - 1.32.1 Adult Basic
 - 1.32.2 Adult Secondary
 - 1.32.3 Preparation for the GED Test
 - 1.33 Lifelong Learning

COMMUNITY INSTRUCTIONAL

- 1.4 Community Instructional Services
- 1.42 Recreational & Leisure

OTHER THAN INSTRUCTIONAL

ORGANIZED RESEARCH

- 2.0 Organized Research (Not used)

PUBLIC SERVICE

- 3.10 Community Services

ACADEMIC SUPPORT

- 4.0 Academic Support
- 4.10 Learning Resources
 - 4.40 Instruc. Comput. Serv.
 - 4.50 Ancillary Operations
 - 4.60 Academic Administration
 - 4.70 Course & Curri. Develop.
 - 4.80 Academic Personnel Development

STUDENT SERVICES

- 5.0 Student Services
- 5.10 Social
 - 5.20 Organized Athletics
 - 5.30 Counseling & Advisement
 - 5.40 Placement Services
 - 5.50 Financial Aid Admin.
 - 5.60 Student Records & Admin.
 - 5.70 Health Services
 - 5.80 Serv. for Spec. Students
 - 5.90 Student Serv. Admin.

INSTITUTIONAL SUPPORT

- 6.0 Institutional Support
- 6.10 Executive Management
 - 6.20 Fiscal Operations
 - 6.30 General Admin. and Logistical Services
 - 6.60 Admin. Support Staff Services
 - 6.70 Community Relations

PHYSICAL PLANT OPERATION AND MAINTENANCE

- 7.0 Physical Plant Operation and Maintenance

WORK STUDY

- 8.0 Work Study & Other Student Assistantship Programs

THE COMPLETE CCICS STRUCTURE

Coding for the Structure

The Information Classification Structure (ICS) provides a hierarchical arrangement for classifying the functions and activities of the college. The seven digit CCICS code is reported only in the Facilities Inventory and Space Utilization reports. Other reports use the function, subfunction and cluster codes, with an additional two digit category code. The following shows the five (5) basic levels of the structure:

Hierarchical Structure (Example)

<u>Code</u>	<u>Level</u>	<u>Component</u>
1.	Function	Instruction
1.1	Subfunction	Advanced & Professional
1.11	Cluster	Natural & Physical Sciences
1.11.19	Category	Physical Science
1.11.1902	Subcategory	General Physics Courses(s)
1.	Function	Instruction
1.2	Subfunction	Occupational
1.23	Cluster	Health
1.23.01	Category	Dental
1.23.0102	Subcategory	Dental Hygiene Course(s)

A seven digit code is used to identify and classify information at the appropriate level in the structure. The following shows the arrangement of digits for each level:

Coding Structure

<u>Function</u>	<u>Sub Function</u>	<u>Cluster</u>	<u>Category</u>		<u>Subcategory</u>		<u>College Use - Optional</u>
1	2	3	4	5	6	7	8

The following describes the general coding standards for several types of information:

Course/Discipline Coding

Each course (credit and noncredit) offered by a college must be classified and coded according to its subject matter content. It should be noted that the course number is not included as part of the ICS since it is the standard course number assigned by the Statewide Course Numbering System.

The detailed classification structure for courses is presented in Appendix A.

Financial and Cost Information

The Accounting Manual for Florida's Public Community Colleges, Revised, 1985, requires the consistent classification of activities (and organizational units) by function. This provides comparability at a high level of aggregation for both Budget and Annual Financial Report information. The General Ledger classification codes provides a scheme for classifying expenditure and revenue information by type of transaction or account. For detailed classifying and coding instructions related to the financial reports (Annual Financial Report, Operating Budget, Quarterly Financial Reports, etc.) refer to the Accounting Manual for Florida's Public Community Colleges, Revised, 1985.

Facilities Information

An inventory of college sites, facilities, and rooms (space) is maintained by the Division of Community Colleges. The ICS code is used to identify the function for which the space is used; e.g.,

- A. Biology Laboratory - 1.11.0400
- B. Dental Hygiene Lab - 1.23.0102
- C. General Instructional Classroom - 1.00.0000
- D. Library - 4.10.0000
- E. Financial Aid Administration - 5.50.0000
- F. Receiving Room - 6.33.2000

It should be noted that two additional codes are used only when classifying facilities. The 5.00.0000 code is used for auxiliary enterprises e.g., bookstore, food services, etc. The 9.00.0000 code is used for nonassignable facility space e.g., circulation, custodial, mechanical, structural and toilet. It should also be noted that the code 8.XX.XXXX "Student Financial Assistance" is not used in facilities reporting. Student Financial Aid facilities are reported as code 5.50.0000.

The ICS code, along with the room use code, provides a means of classifying all types of space to an appropriate level of detail. An ICS code is not needed for site and facilities records.

The Community College Information
Classification Structure

Detail Definitions and Terminology

1.XX.XXXX Instruction

This function includes all formally organized activities designed for the purpose of transmitting knowledge, skills, and attitudes; i.e., activities carried out for the express purpose of eliciting some measures of "educational change" in a learner or group of learners.

1.1X.XXXX Advanced and Professional Instruction (Courses)

This subfunction includes courses designed to provide the first two years of course work leading to an advanced or professional degree (bachelors, first professional, masters, etc.). It includes both the general education and specialized lower division courses necessary to complete a transfer degree program. It does not include college preparatory or noncredit courses.

The following coding standards apply to Advanced and Professional courses.

Coding Instructional Courses: Each course (or degree track) which provides the first two years of course work leading to an advanced and professional degree will be identified, classified, and coded according to the structure found in Appendix A, Part 1.

Each student pursuing, or planning to pursue an advanced or professional degree can be identified with one of these programs based on their educational objective declaration at their most recent registration. One of the following options will be used in program enrollment, placement, and follow-up reporting (AA Series) for Advanced and Professional Programs:

1. Use the eight clusters; i.e.,
 - 1.11 Natural and Physical Science
 - 1.12 Fine and Applied Arts
 - 1.13 Letters and Foreign Languages
 - 1.14 Education
 - 1.15 Business and Management
 - 1.16 Mathematics and Computer Science
 - 1.17 Social Sciences
 - 1.18 Other Degree Programs (as specified)
2. Use the 1.19 General Degree Transfer Cluster
 - 1.19 General Degree Transfer

Coding Courses - Each Advanced and Professional course offered by the college will be assigned the full 7 digit ICS code specified below.

The following illustrates the relationship between the clusters and categories for Advanced and Professional Function:

<u>Coding</u>	<u>Clusters/Categories</u>
1.11.XXXX	Natural and Physical Science
1.11.01XX	Agriculture & Natural Resources
1.11.02XX	Architecture & Environmental Design
1.11.04XX	Biological Science
1.11.09XX	Engineering
1.11.12XX	Health Professions
1.11.19XX	Physical Sciences
1.12.XXXX	Fine and Applied Arts
1.12.10XX	Fine and Applied Arts
1.13.XXXX	Letters and Foreign Languages
1.13.11XX	Foreign Languages
1.13.15XX	Letters
1.14.XXXX	Education
1.14.08XX	Education
1.14.0835 ¹	Physical Education
1.15.XXXX	Business and Management
1.15.05XX	Business and Management
1.16.XXXX	Mathematics and Computer Science
1.16.07XX	Computer and Information Science
1.16.17XX	Mathematics
1.17.XXXX	Social Sciences
1.17.03XX	Area Studies
1.17.20XX	Psychology
1.17.22XX	Social Sciences
1.18.XXXX	Other Disciplines
1.18.06XX	Communications
1.18.13XX	Home Economics
1.18.14XX	Law
1.18.16XX	Library Science
1.18.18XX	Military Science
1.18.21XX	Public Affairs
1.18.23XX	Theology
1.18.49XX	Interdisciplinary

¹ This code is used only when classifying physical education facilities and space requirements.

1.2X Vocational Instruction Courses

This subfunction includes all courses (credit and noncredit) designed to prepare persons for an occupation without subsequent training or education in an institution of higher education or to provide courses to upgrade job related skills. Many of the courses classified as occupational instruction are transferable to a State university to apply toward a bachelors degree; however, they are placed in this subfunction since they are required for an occupational degree or certificate because of their specialized content. This classification standard was adopted to provide consistent classification of those courses which serve both a transfer and occupational preparatory purpose.

The following seven clusters are used to further subdivide the occupational subfunction: (See Appendix A for a further level of detail.)

- | | |
|------|----------------------|
| 1.21 | Agriculture |
| 1.22 | Distributive |
| 1.23 | Health |
| 1.24 | Home Economics |
| 1.25 | Office |
| 1.26 | Trade and Industrial |
| 1.27 | Public Service |

The following categories further define vocational instruction:

- | | |
|---------|--|
| 1.2X.01 | Postsecondary Vocational - This is vocational education for persons who have completed or left high school and who are enrolled in organized programs of study for which credit is given toward an associate degree. Such programs shall include certificate programs which award credit that can be applied toward an associate degree. |
| 1.2X.02 | Postsecondary Adult Vocational - This is vocational education for persons who have completed or left high school. Participation in these programs shall not earn credit toward an associate or higher degree. |
| 1.2X.03 | Supplemental Vocational - These are courses that are organized for the purpose of upgrading skills of persons who are currently employed or who have been previously employed in an occupational field. This should not include courses which are organized as a unit of a preparatory program of studies. |

1.3X Adult General Education

This subfunction includes the courses and instructional programs designed to prepare persons for college entry or to pursue postsecondary adult vocational training. It includes basic skills education and secondary education courses leading to a high school diploma. It also includes review courses in preparation for the general educational development test to earn a Florida high school diploma. This subsection further includes courses classified as lifelong learning courses and those students classified as lifelong learning students. It should not include occupational courses.

It includes the following clusters:

1.3X Adult General Education

1.31 Preparatory Instruction

1.31.1 College Preparatory Instruction

College preparatory instruction provides competency-based instruction for the development of college-entry competencies in reading, writing, mathematical reasoning and logical thinking, and English as a second language.

1.31.2 Vocational Preparatory Instruction

Vocational preparatory instruction provides the academic skills needed to pursue postsecondary adult vocational training to obtain employment.

1.32 Adult Basic and Secondary Instruction

1.32.1 Adult Basic Instruction

1.32.2 Adult Secondary Instruction

1.32.3 Preparation for the General Education Development (GED) Test

1.33 Lifelong Learning

1.4X Community Instructional Services

This subfunction includes noncredit instructional courses designed to meet community needs or to provide recreational or leisure-time activities.

The following two clusters are used to further classify community instructional services:

1.41 Citizenship Instruction

This cluster includes courses designed to solve significant community problems identified by the district board of trustees. There are seven types of significant community problems. These are defined as problems relating to:

- a. the environment
- b. health
- c. safety
- d. human relations
- e. the government
- f. child rearing
- g. consumer economics and homemaking

1.42 Recreational and Leisure Time Instruction

This cluster includes courses designed to provide noncredit recreational and leisure time instruction to members of the community.

2.X Organized Research

This function includes contract and grant research projects which are established to investigate a specific scope as defined by the commissioning agency to produce research outcomes that may include creation of new knowledge, reorganization of and application of knowledge. However, this function does not include institutional research, operations research, curriculum development, or systems development activities.

3.X Public Service (Other than Instruction)

This function includes community services which are designed to improve the quality of community life or assist in the identification and solution of community problems. These community services may include but are not limited to library and clinical services for citizens not enrolled at the college; consultative and technical services provided to community groups; cultural enrichment programs; public television; and community use of facilities. This function does not include any instructional courses which serve the community. These courses should be classified as Community Instructional Services (1.4X).

4.X Academic Support

This function includes activities that directly support, supplement, or augment the Instructional function.

Subfunctions:

- 4.1 Learning Resources
- 4.4 Instructional Computer Services
- 4.5 Ancillary Operations
- 4.6 Academic Administration
- 4.7 Course and Curriculum Development
- 4.8 Professional Personnel Development

4.10 Learning Resources

Included in this subfunction are activities which provide for the collection, storage, distribution, and use of instructional materials and equipment. It includes:

- 4.11 Libraries - consists of activities that directly support the operation of a cataloged collection of published materials.
- 4.12 Audio-Visual Services - includes activities associated with providing audio and visual materials, media, and equipment in support of the instructional program.
- 4.13 Museums and Galleries - includes activities established to provide services related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc.
- 4.14 Planetariums
- 4.15 Auditoriums - including performing arts auditoriums and teaching auditoriums.

This subfunction should include the centralized activities of learning resources for instructional purposes. If a library audio-visual laboratory, or exhibit is established and maintained by a specific instructional area (discipline, department, division), it should be accounted for in the Instructional function.

4.40 Academic Computing Support

This subfunction includes general computing support to the Instructional Programs of the College. It should not include any service which can be directly assigned to a course or program of courses (i.e., Data Processing). Administrative Data Processing (6.3) shall include services such as scheduling, room assignments, etc., even if they are generated from the campus Academic Offices. Only individual student centered services shall be included in 4.4.

4.50 Ancillary Operation

This subfunction includes activities of instructional experience for students, as well as services to the community.

Examples of ancillary operations are:

Automobile Repair Shop
Dental Hygiene Clinic
Cosmetology Services

4.60 Academic Administration

This subfunction includes academic, administrative, and managerial activities of offices and positions with college or campus-wide responsibilities. It should include the offices and positions of Academic Vice Presidents, Academic Deans, Deans of Instruction, Dean of Continuing Education, Dean of Occupational Programs, etc. It should not include departmental or divisional administrative activities related to specific instructional organizational units since provision is made to account for these activities in the Instructional function. It should not include offices or positions responsible for curriculum planning and development. These activities should be classified in 4.70 Course and Curriculum Development.

4.70 Course and Curriculum Development

This subfunction includes activities related to designing courses, developing course materials,

planning and implementing programs, and evaluating programs (including follow-up studies not related to the AA series of reports). It does not include a faculty member's time associated with preparing for or conducting existing courses. It is, therefore, the resources and cost of development, rather than maintenance of existing courses and curricula. However, when a major revision is made to existing course materials, or the mode in which such materials are presented is significantly changed, such costs should be identified with the subfunction.

4.80

Academic Personnel Development

This subfunction includes activities related to the development and improvement of the college's instructional personnel. It would include activities such as in-service training programs, sabbatical leaves, training institutes, seminars, workshops, etc.

2.15

5.X Student Support

This function includes those activities provided by the college to assist and provide services for current and potential students.

Subfunctions

- 5.0 Auxiliary Services Facilities
- 5.1 Social and Cultural Development
- 5.2 Organized Athletics
- 5.3 Counseling and Advisement
- 5.4 Placement Services
- 5.5 Financial Aid Administration
- 5.6 Student Admissions and Records
- 5.7 Health Services
- 5.8 Services for Special Students
- 5.9 Student Services Administration

5.00 Auxiliary Services Facilities

5.10 Social and Cultural Development

This subfunction includes activities related to the students' social and cultural development outside of the context of the formal instructional program. Objectives of this subfunction usually focus on personal hygiene, participatory recreational activities, involvement in civic affairs, and appreciation of various artistic and communication forms. It includes such activities as:

- 5.11 Student Activities - clubs, newspapers, etc.
- 5.12 Cultural Events - conferences, lectures, convocational, etc.
- 5.13 Student Organizations
- 5.14 Recreational Activities
- 5.15 Intramural Sports

5.20 Organized (Inter-collegiate) Athletics

This subfunction includes activities established for the purpose of competing with other colleges in basketball, baseball, track, swimming, tennis, golf, volleyball, etc.

5.30 Counseling and Advisement

This subfunction includes activities such as counseling students and parents, evaluating student abilities (testing), assisting students in career planning and goal setting, and assisting students in personal and social adjustment and development. It should also include related types of activities such as orientation, career laboratories, and career days. It should include centralized advisement activities if they are made available to students.

5.40 Placement Services

This subfunction includes activities related to placing students in jobs or in institutions to continue their education. It should include the services for students that completed programs, as well as those still enrolled in the college.

5.50 Financial Aid Administration

This subfunction includes activities established to administer the financial aid program of the college. It does not include revenue or expenditures for student loans or scholarships.

5.60 Student Records and Admissions

This subfunction includes activities related to developing, processing, maintaining, and distributing student records. It includes:

- Admissions
- Registration
- Records
- Transcripts
- Transfer Evaluation
- Degree Certification
- Statistics

5.70 Health Services

This subfunction includes activities established to provide clinical and other health services to students.

5.80 Services for Special Students

This subfunction includes activities established to provide noninstructional services to students with special needs or problems. It includes services for veterans, foreign students, disadvantaged and handicapped students. It does not include financial aid or preparatory instructional activities.

5.90 Student Services Administration

This subfunction includes activities established to administer the student services function. Include in this subfunction those administrative offices and positions with college or campus-wide management responsibilities; e.g., Vice-Presidents of Student Services, Deans of Student Services, Directors of Student Services, etc.

6.X Institutional Support

This subfunction includes those activities within the institution that provide support to the other functions and departments.

Subfunctions:

- 6.1 Executive Management
- 6.2 Financial Management and Operations
- 6.3 General Administrative and Logistical Services
- 6.6 Administrative and Support Staff Services
- 6.7 Community Relations

6.10 Executive Management

This subfunction includes activities established for college-wide policy development, planning, management, institutional research, and evaluation. It includes the following activities:

- 6.11 College-wide management
 - 6.11.1 District Board of Trustees
 - 6.11.2 Presidents
 - 6.11.3 Assistant to the President
 - 6.11.4 Executive Vice President(s)
 - 6.11.5 Chief Campus Administrators in multi-campus colleges (vice-presidents, provosts, etc.)
 - 6.11.6 Equal Access, Equal Opportunity, Equal Employment, Equity Officer
- 6.12 Educational planning and development
 - 6.12.1 Institutional research
 - 6.12.2 Analytical studies
 - 6.12.3 Facilities planning
- 6.13 Legal services
- 6.14 College-wide planning and management committees, councils, or task forces
 - 6.14.1 Faculty senates
 - 6.14.2 Planning committees
 - 6.14.3 Administrative councils

6.20 Financial Management and Operations

This subfunction includes those activities related to the financial management and fiscal operations of the institution. It includes the following activities:

- 6.21 Financial management and control
 - 6.21.1 Business officer (financial duties)
 - 6.21.2 Comptroller
 - 6.21.3 Internal auditing
 - 6.21.4 Budget administration and control
- 6.22 Financial operations
 - 6.22.1 Payroll operation
 - 6.22.2 Bursar
 - 6.22.3 Cashier
 - 6.22.4 Disbursement
 - 6.22.5 Accounting
- 6.23 Investment management
 - 6.23.1 Cash flow management
 - 6.23.2 Endowment management
- 6.24 Grants and contracts financial management
 - 6.24.1 Grants management
 - 6.24.2 Grants accounting

6.30 General Administrative and Logistical Services

This subfunction includes services and general institutional expense which cannot be logically classified in one of the other subfunctions; e.g.,

- 6.31 Administrative data processing (See 4.40 for Academic Computing Services)
- 6.32 Personal services

6.33 Logistical Services

- 6.33.1 Purchasing
- 6.33.2 Receiving
- 6.33.3 Shipping
- 6.33.4 Warehousing
- 6.33.5 Property management
- 6.33.6 Mail and distribution
- 6.33.7 Telephone and telegraph
Services
- 6.33.8 General printing and
Reproduction
- 6.33.9 Campus transportation
(including motor pool)
- 6.33.10 Parking and parking space
management

- 6.34 Other general expense which cannot be distributed to a specific function or subfunction; e.g., business hospitality, organizational memberships, general insurance (other than property), etc.

6.60 Administrative and Support Staff Services

This subfunction includes activities related to administrative and support staff development, improvement, and general services. For administrative and support staff only, it includes:

- 6.61 In-Service training
- 6.63 Sabbatical leaves (administrative and support staff only)
- 6.64 Staff dining rooms, lounges, etc.

6.70 Community Relations

This subfunction includes activities established to maintain relationships with the general community and the college's alumni. It includes the following activities:

- 6.71 Alumni relations
- 6.72 Community and/or public relations activities
- 6.73 Development (fund raising)

7.X Physical Plant Operation and Maintenance

This function includes activities established to provide services and support related to the operation, maintenance, and security of the physical plant. It includes the following activities:

- 7.10 Building Maintenance
- 7.20 Ground Maintenance and Operation
- 7.30 Custodial and Janitorial Services
- 7.40 Utilities
- 7.50 Plant Operations Expense (including insurance on buildings and equipment, electricity and water bills)
- 7.60 Repairs of Furniture and Equipment
- 7.70 Minor Repairs, Alterations or Renovations of Existing Buildings Financed from General Current Funds.
- 7.80 Police and Campus Security Services

8.X Student Financial Assistance

This function includes financial assistance to students which is administered by the college. It includes only the expenditures recorded by the college for the purpose of assisting students financially. This function does not include the activities and costs associated with administering the student financial aid programs, rather they should be classified as 5.50 Financial Aid Administration.

- 8.10* Student Aid
 - 8.11 Loans
 - 8.12 Scholarships and grants
 - 8.13 Fee waivers

*This code is not used in "facilities" reporting. (See p. 2.6)

SECTION 3

OPERATING BUDGET (OB) (and Amendments to the Operating Budget)

General

The operating budget for community colleges consists of the following:

- Exhibit A - Budget Summary for All Funds of the College
- Exhibit B - Budget Justification
- Exhibit C - Schedule of Revenues for Funds 1, 2, and 7
- Exhibit D - Expenditures by Object for Funds 1, 2, and 7
- Exhibit E - Expenditures by Organizational Unit - Fund 1
- Exhibit F - Expenditures by Organizational Unit - Fund 2
- Exhibit G - Analysis of Plant Fund Expenditures
- Attachment I - Management Information System, Financial Input Forms.

Forms

In order that all columnar headings for each exhibit may be presented on the same page without undue cramping, the budget should be prepared on 8 1/2" x 14" pages with at least 3/4" margin on the left side to permit stapling or binding.

Each exhibit should be started on a new page and if continued, subsequent pages should be numbered accordingly. (Example: Exhibit 3, page 2 of 6)

The budget may be submitted on size 8 1/2" x 11" by photographic reduction of the 8 1/2" x 14" forms. (Amounts must be legible.)

Submission

Two copies of the budget must be submitted to the Executive Director for review and approval. Both copies must be signed with the original or facsimile signature of the President. One approved copy will be returned to the college to be placed in the official files of the Board. Budgets are to be submitted no later than the 60th calendar day following adjournment of the Legislature.

Exhibit A

This exhibit is a summary of the financial plan for each of the funds through which money resources will be received and disbursed throughout the budget year. The summaries for Funds 1, 2, and 7 will reflect the budgets as presented on succeeding exhibits for review and approval.

Exhibit B

Information to support the budget request is presented on this exhibit. Include here any information that will be useful and informative to your Board and other reviewers or users of the budget document. Items I through III should be addressed if applicable. Additional data or explanation may be included in each item; however, the information requested in Items IV through IX is the minimum that should be included.

Exhibit C

This schedule presents the revenue and other income expected to be received for each of the budgeted funds. Revenue for the Current Fund - Unrestricted and Current Fund - Restricted is to be presented in comparative form. General Ledger Codes listed must be shown at the level of detail required by Section 11 of the Accounting Manual for Florida's Public Community Colleges.

Only transfers-in (General Ledger Codes 49100 and 49200) will be shown on this exhibit. Transfers-out will be shown on Exhibit D. Amounts shown should agree with the transfer amounts shown in Item VII, Exhibit B and the amounts shown on Exhibit A.

Exhibit D

This exhibit is, like Exhibit C, comparative. Expenditures for the Current Fund - Unrestricted and Restricted are to be presented in comparative form. Expenditures of Staff and Program Development Funds will be budgeted and accounted for in the Current Fund - Unrestricted. General Ledger Codes listed must be shown at the level of detail required by Section 12 of the Accounting Manual for Florida's Public Community Colleges.

Transfers-out (General Ledger Codes 69100 and 69200) will be shown in this exhibit under Current Expenses. Mandatory and Non-Mandatory transfers should be shown separately in the category of "Other Current Charges."

Payments for Unemployment Compensation (General Ledger Code 69503) should be budgeted under Current Expenses.

Exhibit E

The amounts budgeted for each organizational unit of the Current Fund - Unrestricted should be reported on Exhibit E. The totals for salaries, current expenses, and capital outlay should equal the expenditures requested on Exhibit D for the Current Fund - Unrestricted.

411 Personnel Benefits including employee insurance, fee waivers, retirement, Social Security matching funds, etc., shall be budgeted to at least the function level on this exhibit. This may be done by allocation to individual departments or by adding a line in each function entitled "Unallocated Personnel Benefits."

The total salaries for each function should be computed as percent of total salaries for the entire fund. Likewise, current expense and capital outlay expenditures for each function should be computed as percent of the total current expense and capital outlay of the fund.

This schedule should reflect the estimated cost of operating each organizational unit of the Current Fund - Unrestricted. Therefore, if an individual works in two different organizational units, each organizational unit should budget for its portion of his salary.

Funds transferred from Fund 3 for expenditures in accordance with Section 6A-14.771, SBE Rules, are to be budgeted in Function 60, Institutional Support. The amount to be expended for hospitality of business guests will be budgeted as a separate organizational unit identified as "Business Hospitality."

Budget transfers need not be shown separately on this exhibit. However, approval of the budget includes approval of the budgeted transfers-out as recorded on Exhibit D. Actual transfers-out may not exceed the amount budgeted unless the budget is appropriately amended.

Exhibit F

The amounts budgeted for each organizational unit of the Current Fund - Restricted should be reported on Exhibit F. It should be prepared in the same manner as Exhibit E.

If work study salaries cannot be estimated with reasonable accuracy for each organizational unit, they may be budgeted as a separate organizational unit under Function 80, Student Aid, as "Unallocated Work-Study Salaries."

Expenditures budgeted for the Current Fund - Restricted may be based on a reasonable estimate of resources expected to be received during the budget year. If the organizational unit is unknown, the expenditures should be budgeted to the organizational unit entitled "Unallocated Revenues" under Function 90. An explanation of the basis for the estimated expenditures must be shown on Exhibit B listing the types of projects and grants expected to be funded.

Exhibit G

The Exhibit for Plant Fund Expenditures consists of three sections. Section A is a recapitulation of the Unexpended Plant Fund by source of funds. Section B presents the budgeted expenditures by project and by source of funds. Section C presents the budgeted expenditures by project, by expenditure object and includes a column in which "total expenditures to date" are to be reported for each project.

If License Tag Fee funds (CO&DS), or State Board of Education Bonds sold under the provisions of the School Capital Outlay Amendment (SBE Bonds) are to be expended for a construction project, the project must appear on the current Project Priority List (PPL) approved by the State Board of Education. The PPL project number and a short description must be included as shown on the SBE approved PPL. Projects to be financed from funds other than those listed above do not have to appear on the approved Project Priority List, but shall be assigned a project number for control and identification.

Expenditures for projects to be funded with bonds sold by the State Board on behalf of the District Boards of Trustees are not limited as to the amount of each project, but the projects budgeted for expenditure of those bond proceeds must be the same projects listed in the original bond resolution or in the resolution as appropriately amended.

Public Education Capital Outlay Funds (PECO) appropriated each year and each issue of State Board of Education Bonds is a separate source of funds and must be so identified in Sections A and B. The Public Education Capital Outlay Funds are identified by the year in which appropriated, thus funds appropriated in 1977 would be identified as PECO 1977. State Board of Education Bonds are identified by an alphanumeric code. Bonds sold in 1974, for example, are identified as series 74-A. Additional columns should be added to Sections A and B to provide space to identify separately the revenues and expenditures from each fund source.

In Section C refer to projects by project number only. The amounts budgeted for each expenditure object should be entered. The grand totals for each project code must equal the amounts for each expenditure code in the Unexpended Plant and Renewals/Replacement Fund column on Exhibit D.

Expenditures should not be budgeted in the Unexpended Plant and Renewal/Replacement Fund unless resources are on hand, an award or commitment has actually been received, or there is a reasonable basis for anticipating that the funds will be received.

Exhibit A

College

BUDGET SUMMARY
19__ FISCAL YEAR

Current Fund Group
Educational and General
Current Funds Current Funds
Unrestricted Restricted

Unexpended Plant and
Renewals/Replacement
Fund

Estimated Fund Balance, July 1, 19__	XXX	XXX	XXX
Add: Revenues, Exclusive of Transfers	XX	XX	XX
Transfers In	XX	XX	XX
Proceeds from Bond Sales			<u>XX</u>
3.5 Total Available	XXX	XXX	XXX
Deduct: Budgeted Expenditures	XX	XX	XX
Transfers Out	<u>XX</u>	<u>XX</u>	<u>XX</u>
Estimated Fund Balance, June 30, 19__	<u>XXX</u>	<u>XXX</u>	<u>XXX</u>

APPROVED _____
President

Date

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

APPROVED _____

Checked by _____

Date

BUDGET JUSTIFICATION

19

I. New Programs

A. Instructional Programs

Comment on any instructional programs or departments that are to be added this year -- what and why. If none, write "not applicable" in this section.

B. Non-Instructional Programs

Comment on any new noninstructional programs or departments that are to be added this year -- what and why. If none, write "not applicable" in this section.

II. Program Upgrading or Expansion

Comment on any instructional or noninstructional programs that are to be upgraded or expanded -- what, reasons for, desired results, etc. If none, write "not applicable."

III. Program Reductions or Deletions

Comment on any instructional or noninstructional programs that are to be reduced in size or scope or to be deleted -- what, reasons for, etc.

IV. Salary Analysis - Current Fund - Unrestricted

A. List new positions requested and why they are needed.

B. Salary expenditure analysis: (Example Analysis Below)

Cost of continuing existing positions	\$ <u> </u>
Cost of improving salary schedules	<u> </u>
Cost of "lump-sum" salary items last year	<u> </u>
Cost of "lump-sum" increases (decreases)	<u> </u>
Cost of new positions requested	<u> </u>
Cost of established positions being deleted	<u> </u>
Cost of personnel benefits	<u> </u>

Total Budgeted Personnel Costs \$

V. Student Enrollment Information

As a minimum, show total enrollment at the program level; i.e., Advanced and Professional, Postsecondary Vocational, etc.

Exhibit B
(Continued)

VI. Student Fee Charges

(Show in-state and out-of-state fee charges for full-time and part-time students and the amount charged or included for student activities).

VII. Transfer In and Out Information

<u>Purpose of Transfer</u>	<u>Amount</u>	<u>Fund Number Transferred From</u>	<u>Fund Number Transferred To</u>

VIII. Federal Funds Information

<u>Name of Federal Agency</u>	<u>Name of Law and/or Title and Part</u>	<u>Purpose of Award</u>	<u>Amount of Award</u>	<u>Amount of Matching Required</u>
-----------------------------------	--	-----------------------------	----------------------------	--

IX. Approved Salary Schedules for Academic, Administrative and Other Employees (Enclose copy).

College
 SCHEDULE OF REVENUES
 19__ - __ FISCAL YEAR

Student Fees (List by Program)

40100 In-State Matriculation
 40300 Out-of-State Tuition and
 Matriculation
 40400 Laboratory Fees
 etc.

Total Student Fees

Support From Local Governments

41500 Grants & Contracts from Cities
 41600 Grants & Contracts from Counties

Total Support from Local Governments

Support From State Government

42100 College Program Fund Appropriation
 42200 License Tag Fees Appropriation
 etc.

Total Support from State Government

Support From Federal GovernmentGifts & Private Grants & ContractsSales and ServicesEndowment IncomeOther RevenueNon-Revenue Receipts

Total Revenue

Current-Unrestricted			Current-Restricted			Unexpended
Actual Revenue	Current Estimate	Proposed	Actual Revenue	Current Estimate	Proposed	Plant Renewals/ Replacements
		\$			\$	\$
\$	\$	\$	\$	\$	\$	\$
		\$			\$	\$
\$	\$	\$	\$	\$	\$	\$
		\$			\$	\$
\$	\$	\$	\$	\$	\$	\$
		\$			\$	\$
\$	\$	\$	\$	\$	\$	\$
THE DETAIL FOR THESE CATEGORIES WOULD BE LISTED AS ABOVE.						
\$	\$	\$	\$	\$	\$	\$

College
EXPENDITURES BY OBJECT
19__ - __ FISCAL YEAR

Personnel ExpensesSalaries

51000 Executive, Administrative,
Managerial
52000 Instructional
53000 Other Professional
54000 Technical, Clerical, Trade
& Services

Total Salaries

Other Personnel Services

55000 Executive, Administrative,
Managerial
etc.

Total Other Personnel Services

Personnel Benefits

59100 Social Security Contributions
etc.

Total Personnel Benefits

Total Personnel Costs

Current ExpensesServicesMaterials & SuppliesOther Current Charges

Total Current Expenses

Capital Outlay

71000 Furniture and Equipment
etc.

Total Capital Outlay

Total Expenditures

Current-Unrestricted			Current-Restricted			Unexpended
Actual Revenue	Current Estimate	Proposed	Actual Revenue	Current Estimate	Proposed	Plant Renewals/ Replacements
		\$			\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
		\$			\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
		\$			\$	\$
THE DETAIL FOR THESE CATEGORIES WOULD BE LISTED AS ABOVE.						
\$	\$	\$	\$	\$	\$	\$
THE DETAIL FOR EACH GENERAL LEDGER CODE WOULD BE LISTED AS ABOVE.						
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$

EXHIBIT E

COLLEGE
EXPENDITURES BY ORGANIZATIONAL UNIT
FOR 19__ - __ FISCAL YEAR

CURRENT FUND - UNRESTRICTED

	<u>Personnel Costs</u> <u>Amount % of Total</u>	<u>Current Expenses</u> <u>Amount % of Total</u>	<u>Capital Outlay</u> <u>Amount % of Total</u>	<u>Total Expenditures</u> <u>Amount</u>
<u>Instruction</u>	\$	\$	\$	\$
Art Department				
Business Administration				
English				
Humanities				
Adult, Elementary & Secondary				
Occupational Noncredit Courses,				
etc.				
 Total Instruction	 \$	 \$	 \$	 \$

The organizational units of each of the other subfunctions would be listed and totaled by subfunction and function.

Total Current Fund -
Unrestricted

\$	\$	\$	\$
----	----	----	----

EXHIBIT F

CURRENT FUND - RESTRICTED

The same procedure as above would be followed for this budget, listing each organizational unit and getting totals for each function.

EXHIBIT G

College
 ANALYSIS OF PLANT FUND EXPENDITURES
 FOR 19__ - __ FISCAL YEAR

A. Recapitulation by Source - Unexpended Plant

Beginning Balances, July 1, 19__
 Add Revenues
 Bond Proceeds (Must Equal Bond Expend.)
 Deduct Expenditures
 Ending Balances, June 30, 19__

Total Funds	Local Funds	License Tag Fees	SBE Bonds*	PECO Fund
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$
\$	\$	\$	\$	\$

B. Expenditures by Project and Source
List each project by Project number and short description (Include PPL Project Number)

Totals

C. Expenditures by Project and Type

List each project by project number

Expenditures to Date	Total	C.L. 64500	G.L. 71000	G.L. 73000	G.L. 75000	G.L. 77000	G.L. 79000
\$	\$	\$	\$	\$	\$	\$	\$
\$	\$	\$	\$	\$	\$	\$	\$

Totals

Amendments to the Operating Budget

When Budget Amendments are Required

In accordance with the provisions of Rule 6A-14.713, Florida Administrative Code, community colleges are required to submit the following budget amendments for approval by the Commissioner of Education.

- a. The transfer of appropriations from one fund to another.
- b. The transfer of appropriations from one class of expenditure to another class within the same fund, such as capital outlay to salaries or salaries to current expense.
- c. The reallocation of appropriations from one project to another in the Unexpended Plant Fund.

Forms

Budget amendments should be prepared in the format shown on page 3.14. These forms should be reproduced at the college. A separate amendment is required for each fund. The format provides for amending fund balances, revenues and each class of expenditure. When proceeds from the sale of State Board of Education Bonds are being amended into the Unexpended Plant Fund it will be necessary to enter this as "Bond Proceeds" in the revenue section of the form. In order to maintain sequential continuity at both the local and state level, provision is made for resolution numbers and amendment numbers on the form. Each amendment including local amendments not requiring the Executive Director's approval, should be numbered consecutively in the space provided for "amendment number." In addition, amendments submitted to the State Board of Community Colleges for approval should be identified by consecutive "resolution" numbers.

Preparation of the Amendment

In preparing the amendment the amounts to be entered in the present budget column are the amounts shown in the latest approved budget or budget amendment for the fund being amended. The amounts of increases or decreases to any of the lines on the form should be entered in the appropriate columns and added to or subtracted from the amount in the present budget column. The resulting amount should be entered in the revised budget column. The amounts shown on the "Total to be Accounted For" line should always equal the amounts shown on the "Total Accounted For" line.

Justification of Amendment

A concise statement of justification should be shown on, or attached to, the amendment form. This statement should identify the source of revenues being budgeted and the purpose of the budgeted expenditures. When revenues from federal sources are being budgeted, only a copy of the grant approval letter is required to be submitted as part of this justification, or list the grant name and amount of award. The justification for all amendments to the Unexpended Plant and Renewal/Replacement Fund budget should include a revised copy of Exhibit G from the original operating budget. This form should show the amounts budgeted by project and source funds after the amendment.

Submission

Two copies of each amendment, containing the original or facsimile signature of the President should be submitted to the Bureau of Financial and Business Services, Division of Community Colleges, Florida Department of Education. One copy of the amendment will be returned to the college upon approval of the Executive Director.

Rule 6A-713(3), Florida Administrative Code, prohibits approval by the Executive Director of any budget amendment for a prior fiscal year received in his office after August 15 of any year.

BUDGET AMENDMENT REQUEST
COLLEGE

RESOLUTION NUMBER _____ FISCAL YEAR _____

AMENDMENT NUMBER _____

Be it Resolved that the Board of Trustees of _____
College District, State of Florida, in meeting assembled, Pursuant to Section
240.361, Florida Statutes, and Rule 6A-14.713, Florida Administrative Code,
hereby requests the State Board of Community Colleges to approve amendments to
the community college budget for the fiscal year as follows:

FUND NAME _____ NUMBER _____

CATEGORY	Present Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance				
Revenues (Detail Attached)				
Bond Proceeds (Detail Attached)				
Transfers-In (Detail Attached)				
Total to be Accounted for				
Salaries (Detail Attached)				
Current Expenses (Detail Attached)				
Transfers-Out (Detail Attached)				
Capital Outlay (Detail Attached)				
Ending Fund Balance				
Total Accounted For				

Justification: (Note - Transfers must indicate the ContraFund)

Certified _____ Adopted _____
President Date

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

Approved _____
Executive Director

By _____ Date _____

STATE BOARD OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICESMANAGEMENT INFORMATION SYSTEM
FINANCIAL INPUT FORMSGeneral Instructions

State Board of Education Rules require that financial records and accounts of each community college shall be kept in accordance with the Accounting Manual. The major purpose of this requirement is to provide uniformity in terminology and classifications, so that there would be comparability among the colleges with respect to financial reporting. It is recognized that it is neither necessary or desirable that the organizational structures be identical at all the colleges; however, there is a need to uniformly report financial activities, so that the information is meaningful and comparable. For this reason, a copy of the attached financial form is to be submitted with your financial reports when submitted to the State Board of Community Colleges, Bureau of Financial and Business Services.

The Financial Input Forms will be used to enter the budget amounts only from the following:

1. Annual Budget

- a. Revenue - Exhibit C
- b. Expenditures - Exhibit D
- c. Functions -
 - 1. Current Fund - Unrestricted - Exhibit E
 - 2. Current Fund - Restricted - Exhibit F (if combined on one exhibit use accordingly)

2. Quarterly Financial Reports

- a. Revenue - Current budget as of the ending date of the quarter
- b. Expenditures - Current budget as of the ending date of the quarter
- c. Functions - Current budget as of the ending date of the quarter
(Infra)

Each category of expenditures in all schedules and exhibits must agree to the exact dollar amount. For example, totals for Salaries, Current Expense and Capital Outlay of exhibits E and F, agree with totals for Salaries, Current Expense and Capital Outlay on exhibit D. These instructions apply to the Current

Fund - Unrestricted (Fund 1) and to the Current Fund - Restricted (Fund 2). All other information required by the Division of Community Colleges will be obtained by staff personnel, from the financial reports. These reports should be rounded to the nearest dollar.

Revenues and expenditures that are specifically identified do not require any special instructions. However, there are some that are grouped by General Ledger Control accounts and these will require you to summarize receipts or expenditures accordingly. Revenue or expenditure codes of a local nature will require individual judgement as to where they should be included. If you think an explanation is required for clarification, attach a letter with the report.

Remember, everything must be included and totals must agree by FUND and by CATEGORY with the accompanying financial reports. Minor differences are allowable due to rounding used on the input form.

Due to the change in reporting requirements by the State Board of Community Colleges, caused by new appropriations and/or changes in program reporting which are the result of legislative action, the financial input forms will be mailed to the colleges as updated and be available for the next following report.

REVISED 4/88

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 1 - Function Report - General Current Fund (AFR)
☐ Exhibit E - Function Report - General Current Fund (Annual Budget)
☐ Current Budget-Function Report-General Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
1.0 <u>Instruction</u>			
	Salaries	80	
	Current Expense	81	
	Capital Outlay	82	
2.0 <u>Research</u>			
	Salaries	83	
	Current Expense	84	
	Capital Outlay	85	
3.0 <u>Public Service</u>			
	Salaries	86	
	Current Expense	87	
	Capital Outlay	88	
4.0 <u>Academic Support</u>			
	Salaries	89	
	Current Expense	90	
	Capital Outlay	91	
5.0 <u>Student Support</u>			
	Salaries	92	
	Current Expense	93	
	Capital Outlay	94	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 1 - Function Report - General Current Fund (AFR)
☐ Exhibit E - Function Report - General Current Fund (Annual Budget)
☐ Current Budget-Function Report-General Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
6.0	<u>Institutional Support</u>		
	Salaries	95	
	Current Expense	96	
	Capital Outlay	97	
7.0	<u>Plant Operation & Maintenance</u>		
	Salaries	98	
	Current Expense	99	
	Capital Outlay	100	
8.0	<u>Student Aid</u>		
	Salaries	101	
	Current Expense	102	
	Capital Outlay	103	
9.0	<u>Transfers, Contingency, etc.</u>		
	Salaries	104	
	Current Expense	105	
	Capital Outlay	106	
TOTAL:	Salaries		
	Current Expense		
	Capital Outlay		

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 1 - Function Report - Restricted Current Fund (AFR)
☐ Exhibit F - Function Report - Restricted Current Fund (Annual Budget)
☐ Current Budget-Function Report-Restricted Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
1.0	<u>Instruction</u>		
	Salaries	107	
	Current Expense	108	
	Capital Outlay	109	
2.0	<u>Research</u>		
	Salaries	110	
	Current Expense	111	
	Capital Outlay	112	
3.0	<u>Public Service</u>		
	Salaries	113	
	Current Expense	114	
	Capital Outlay	115	
4.0	<u>Academic Support</u>		
	Salaries	116	
	Current Expense	117	
	Capital Outlay	118	
5.0	<u>Student Support</u>		
	Salaries	119	
	Current Expense	120	
	Capital Outlay	121	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 1 - Function Report - Restricted Current Fund (AFR)
☐ Exhibit F - Function Report - Restricted Current Fund (Annual Budget)
☐ Current Budget-Function Report-Restricted Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
6.0	<u>Institutional Support</u>		
	Salaries	122	
	Current Expense	123	
	Capital Outlay	124	
7.0	<u>Plant Operation & Maintenance</u>		
	Salaries	125	
	Current Expense	126	
	Capital Outlay	127	
8.0	<u>Student Aid</u>		
	Salaries	128	
	Current Expense	129	
	Capital Outlay	130	
9.0	<u>Transfers, Contingency, etc.</u>		
	Salaries	131	
	Current Expense	132	
	Capital Outlay	133	
TOTAL:	Salaries		
	Current Expense		
	Capital Outlay		

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 8 - Revenue - General Current Fund (AFR)
☐ Exhibit C - Revenue - General Current Fund (Annual Budget)
☐ Current Budget-Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
Matriculation - Advanced & Professional	40110	134	
Matriculation - Postsecondary Vocational	40120	135	
Matriculation - Postsecondary Adult Vocational	40130	136	
Matriculation - Supplementary Vocational	40140	137	
Matriculation - College Preparatory	40150	138	
Matriculation - Citizenship	40160	139	
Matriculation - Avocational & Recreational	40170	140	
Matriculation - Vocational Preparatory	40180	353	
Matriculation - Adult Basic & Secondary	40190	354	
Tuition - Advanced & Professional	40310	141	
Tuition - Postsecondary Vocational	40320	142	
Tuition - Postsecondary Adult Vocational	40330	143	
Tuition - Supplementary Vocational	40340	144	
Tuition - College Preparatory	40350	145	
Tuition - Vocational Preparatory	40360	355	
Tuition - Adult Basic & Secondary	40370	356	
Laboratory Fees	40400	146	
Application Fees	40500	147	
Graduation Fees	40600	148	

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ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Transcripts</u>	40700	149	
<u>Student Activity Fund Fees</u>	40850	150	
<u>Other Student Fees</u>	40900	151	
<u>Sub-Total Student Fees</u>	40100	152	
<u>Grants & Contracts with Cities</u>	41500	153	
<u>Grants & Contracts with Counties</u>	41600	154	
<u>Indirect Cost Recovered - City and County</u>	41900	155	
<u>Sub-Total Support from Local Government</u>	41000	156	
<u>Community College Program Fund</u>	42110	157	
<u>Special State Approp. Library Books</u>	42120	158	
<u>Special State Approp. CLAST/Gordon</u>	42130	159	
<u>Special State Approp. Instructional Equipment</u>	42140	357	
<u>License Tag Fees</u>	42210	160	
<u>Future State Approp. - Comp. Absence</u>	42400	161	
<u>Grants & Contracts from State</u>	42500	162	
<u>Lottery - Community College Program Fund</u>	42610	360	
<u>Lottery - Library Books</u>	42620	361	
<u>Lottery - Instructional Equipment</u>	42640	362	
<u>Lottery - Deferred Maintenance</u>	42650	363	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
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☐ Current Budget - Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Community Instruction Service</u>	42800	163	
<u>Indirect Cost Recovered - State</u>	42900	164	
<u>Sub-Total State Support</u>	42000	165	
<u>Grants & Contracts Fed. Govern.</u>	43500	166	
<u>Indirect Costs Recovered (Federal)</u>	43900	167	
<u>Sub-Total Federal Support</u>	43000	168	
<u>Gifts - Individuals</u>	44100	169	
<u>Gifts - Charitable Organizations</u>	44200	170	
<u>Gifts - Business and Industry</u>	44300	171	
<u>Private Grants & Contracts</u>	44400	172	
<u>Indirect Costs Recovered - Private Sources</u>	44900	173	
<u>Sub-Total Gifts, Private Grants and Contracts</u>	44000	174	
<u>Housing Fees</u>	46000	175	
<u>Commissions</u>	46200	176	
<u>Use of College Facilities</u>	46400	177	
<u>Other Sales and Services</u>	46600	178	
<u>Interdepartmental Sales</u>	46900	179	
<u>Sub-Total Sales and Svcs. - Svcs. Dept.</u>	46999	180	
<u>Sub-Total Endowment Income</u>	47000	181	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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☐ Current Budget - Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Interest and Dividends</u>	48100	182	
<u>Gain or Loss on Investments</u>	48200	183	
<u>Fines and Penalties</u>	48700	184	
<u>Other Miscellaneous Revenues</u>	48900	185	
<u>Sub-Total Other Revenues</u>	48000	186	
<u>Transfers In - Mandatory</u>	49100	187	
<u>Transfers In - Non-Mandatory</u>	49200	188	
<u>Proceeds - Sale of Fixed Assets</u>	49500	189	
<u>Prior Year Corrections</u>	49600	190	
<u>Loan Principal and Interest Cancellation Reimb.</u>	49700	191	
<u>Cash Over and Short</u>	49900	192	
<u>Sub-Total - Non-Revenue Receipts</u>	49000	193	
<u>Grand-Total Revenues</u>	40000	194	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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☐ Current Budget - Revenue - Restricted Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Sub-Total Student fees</u>	40100-40900	195	
<u>Grants and Contracts from Cities</u>	41500	196	
<u>Grants and Contracts from Counties</u>	41600	197	
<u>Sub-Total Local Government Support</u>	41000	198	
<u>Sub-Total Grants and Contracts from State</u>	42000	199	
<u>Grants and Contracts from Federal Government</u>	43500	200	
<u>Indirect Cost Recovered - (Federal)</u>	43900	201	
<u>Sub-Total Federal Support</u>	43000	202	
<u>Gifts and Private Grants and Contracts</u>	44000	203	
<u>Sales and Services</u>	46000	204	
<u>Endowment Income</u>	47000	205	
<u>Other Miscellaneous Revenues</u>	48000	206	
<u>Sub-Total - Other Revenues</u>	44000-48000	207	
<u>Non-Revenue Receipts - Other</u>	49502-49999	208	
<u>Transfers In</u>	49100	209	
<u>Sub-Total - Non-Revenue</u>	49000-49999	210	
<u>Grand-Total Revenues</u>	40000	211	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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☐ Exhibit D - Expenditures - General Current Fund (Annual Budget)
☐ Current Budget - Expenditures - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Personnel Costs</u>			
<u>Executive, Adm., Managerial Salaries</u>	51000	212	
<u>Instructional Salaries</u>	52000	213	
<u>Other Professional Salaries</u>	53000	214	
<u>Technical, Clerical, Trade Salaries</u>	54000	215	
<u>OPS - Executive, Administrative, Managerial</u>	55000	216	
<u>OPS - Instructional</u>	56000	217	
<u>OPS - Tech., Clerical, Trade</u>	57000	218	
<u>Student Employment</u>	58000	219	
<u>Social Security Contribution</u>	59100	220	
<u>State Retirement Contribution</u>	59200	221	
<u>Accrued Leave (Compensated Absences)</u>	59300	222	
<u>Insurance Contribution</u>	59700	223	
<u>Tuition Waiver</u>	59800	224	
<u>Miscellaneous Benefits</u>	59401-59699	225	
<u>Contingency</u>	59900	226	
<u>Total Personnel Cost</u>	50000	227	
<u>Current Expenses</u>			
<u>Travel</u>	60500	228	
<u>Freight, Postage, Telephone</u>	61000	229	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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☐ Current Budget - Expenditures - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Printing</u>	62000	230	
<u>Repairs and Maintenance</u>	62500	231	
<u>Rentals</u>	63000	232	
<u>Insurance</u>	63500	233	
<u>Other Benefits*</u>	64000	234	
<u>Heating Fuels</u>	64001	235	
<u>Water & Sewer</u>	64002	236	
<u>Electricity</u>	64003	237	
<u>Garbage Collection</u>	64004	238	
<u>Fuel, Vehicular</u>	64005	239	
<u>Other Services</u>	64500	240	
<u>Professional Fees</u>	65000	241	
<u>Educational & Office Mat. & Sup.</u>	65500	242	
<u>Maintenance & Constr. Mat. & Sup.</u>	66000	243	
<u>Other Materials & Supplies</u>	66500	244	
<u>Subscriptions & Periodicals</u>	67000	245	
<u>Purchases for Resale</u>	67500	246	
<u>Scholarships and Waivers</u>	68000	247	

*NOTE: Include all utilities you do not separately identify on this line.

DIVISION OF COMMUNITY COLLEGES
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(College Name)

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☐ Current Budget - Expenditures - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Interest on Debt</u>	68500	248	
<u>Payments on Debt Principal</u>	69000	249	
<u>Transfers Out</u>	69110-69280	250	
<u>Other Current Expense</u>	69500	251	
<u>Unemployment Compensation</u>	69503	252	
<u>Contingency</u>	69900	253	
<u>Total Current Expenses</u>	60000	254	
<u>Capital Outlay</u>			
<u>Minor Equipment</u>	70500	255	
<u>Furniture & Equipment</u>	71000	256	
<u>Data Software</u>	72000	257	
<u>Library Books & Films</u>	73000	258	
<u>Building & Fixed Equip.</u>	75000	259	
<u>Non-Capitalized Repairs and Maintenance</u>	76000	260	
<u>Land</u>	77000	261	
<u>Other Structure & Improvements</u>	79000	262	
<u>Contingency</u>	79900	263	
<u>Total Capital Outlay</u>	70000	264	

DIVISION OF COMMUNITY COLLEGES
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☐ Current Budget - Expenditures - Restricted Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Personnel Costs</u>			
<u>Executive, Adm., Managerial Salaries</u>	51000	265	
<u>Instructional Salaries</u>	52000	266	
<u>Other Professional Salaries</u>	53000	267	
<u>Technical, Clerical, Trade Salaries</u>	54000	268	
<u>OPS - Executive, Administrative, Managerial</u>	55000	269	
<u>OPS - Instructional</u>	56000	270	
<u>OPS - Tech., Clerical, Trade</u>	57000	271	
<u>Student Employment</u>	58000	272	
<u>Social Security Contribution</u>	59100	273	
<u>State Retirement Contribution</u>	59200	274	
<u>Insurance Contribution</u>	59700	275	
<u>Tuition Waivers</u>	59800	276	
<u>Miscellaneous Benefits</u>	59401-59699	277	
<u>Total Personnel Cost</u>	50000	278	
<u>Current Expenses</u>			
<u>Travel</u>	60500	279	
<u>Freight, Postage, Telephone</u>	61000	280	
<u>Printing</u>	62000-62003	281	
<u>Repairs and Maintenance</u>	62500	282	

DIVISION OF COMMUNITY COLLEGES
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☐ Current Budget - Expenditures - Restricted Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Rentals</u>	63000	283	
<u>Insurance</u>	63500	284	
<u>Utilities</u>	64000	285	
<u>Other Services</u>	64500	286	
<u>Professional Fees</u>	65000	287	
<u>Educational & Office Mat. & Sup.</u>	65500	288	
<u>Maintenance & Constr. Mat. & Sup.</u>	66000	289	
<u>Other Materials & Supplies</u>	66500	290	
<u>Subscriptions & Periodicals</u>	67000	291	
<u>Purchases for Resale</u>	67500	292	
<u>Scholarships and Waivers</u>	68000	293	
<u>Interest on Debt</u>	68500	294	
<u>Payments on Debt Principal</u>	69000	295	
<u>Other Current Expenses</u>	69500	296	
<u>Total Current Expenses</u>	60000	297	
<u>Capital Outlay</u>			
<u>Minor Equipment</u>	70500	298	
<u>Furniture & Equipment</u>	71000	299	
<u>Data Software</u>	72000	300	
<u>Library Books & Films</u>	73000	301	

DIVISION OF COMMUNITY COLLEGES
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ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Building & Fixed Equipment</u>	75000	302	
<u>Non-Capitalized Repairs and Maintenance</u>	76000	303	
<u>Land</u>	77000	304	
<u>Other Structures & Improvements</u>	79000	305	
<u>Total Capital Outlay</u>	70000	306	

SECTION 4

ANNUAL FINANCIAL REPORT (AFR)

General

The Annual Financial Report consists of the following exhibits and schedules:

- Exhibit A - Balance Sheet
- Exhibit B - Statement of Changes in Fund Balance
- Exhibit C - Statement of Current Funds, Revenues, Expenditures and Other Changes
- Schedule 1 - Educational and General Expenditures by Organizational Unit
- Schedule 2 - Auxiliary Fund Balance Sheet
- Schedule 3 - Statement of Revenues, Expenditures and Other Changes Auxiliary Enterprises
- Schedule 4 - Statement of Revenues, Expenditures and Other Changes Service Departments
- Schedule 5 - Summary of Loan Fund and Endowment Operations
- Schedule 6 - Summary of Plant Fund Operations
- Schedule 7 - Summary of Investment in Plant
- Schedule 8 - Summary of Revenue and Expenditures by General Ledger Code
- Attachment 1 - Notes to Financial Statements
- Attachment 2 - Management Information System, Financial Input Form

Form

The report should be prepared on 8 1/2" x 14" pages with at least 3/4 inch margin on the left side to permit stapling or binding. All columnar headings for each exhibit and schedule should be presented on the same page. Each exhibit or schedule should be started on a new page and if continued, subsequent pages should be numbered.

Example: Schedule 3 (p. 2 of 6)

Reports may be submitted on size 8 1/2" x 11" by photographic reduction of 8 1/2" x 14" forms.

Sample formats of exhibits and schedules are enclosed.

Submission

The Annual Financial Report is to be submitted to the Executive Director, Division of Community Colleges, no later than August 15 of each year. Only one copy of the report is required.

Specific Instructions

The cover page should show the name of the college, a listing of the enclosures and the statement - "This report is certified to be true" - signed with the original or facsimile signature of the President. No provision for endorsement by the State Board of Community Colleges is necessary.

The formats for the exhibits and schedules have not been changed and the information to complete them should be readily available from the accounting records, if the records were maintained in accordance with the Accounting Manual. The following guidelines are provided to assist you in preparing the various schedules and exhibits.

Schedules 1 through 8

The preparation of the Annual Financial Report should begin with Schedules 1 through 8 since most of the information required to complete Exhibits A, B, and C, will be derived from these schedules. The source of the information and the procedures to be used in completing the information to be entered on the schedules will depend on the specific accounting records and procedures in use at your college; therefore, we cannot provide detailed instructions for preparation of them. The following items should be observed in preparing the schedules:

1. All personnel benefits, including all items in the 59000 series of General Ledger Codes, should be reported in the departments in which the salaries of the personnel to whom they apply are reported. These benefits may be distributed to the departments on an actual basis or prorated.
2. The information contained on Schedule 4 regarding Service Departments housed in the Auxiliary Fund, will not be included in the items relating to the Auxiliary Fund on Exhibits B and C. Since the services provided by these departments are charged to the using departments, including the information from Schedule 4 in Exhibits B and C would result in double reporting. The Revenues and the Expenditures and Other Deductions shown on Schedule 4 should be equal, and thus the operations of the Service Departments will not affect the Fund Balance of the Auxiliary Fund.

Exhibit A

This exhibit should be prepared after Schedules 1 through 8 have been completed. As you prepare these schedules, you may discover that other adjusting entries should be made.

1. After all adjustments have been made, balance sheet accounts shown on the June 30 Trial Balance for each Fund (except the Loan and Endowment Funds) should be entered in the proper Current Year Fund columns on the Balance Sheet.
2. Any endowment balance sheet accounts in Fund 4 should be entered in the current year Endowment Fund column. (It will be necessary to obtain this information from an analysis of the endowment accounts.)
3. The remaining balance sheet account balances in Fund 4 should be recorded in the Current Year Loan Fund column.
4. The Funds within a Fund Group should be added together to arrive at the Fund Group total for the current year EXCEPT when there are Due To and Due From amounts between Funds within the same Fund Groups such as, \$5,000 Due From Fund I in the Auxiliary Fund and \$5,000 Due To Fund III in the Current Fund - Unrestricted. In these cases, the Due To and Due From should be eliminated in the Total column and a footnote should be entered indicating that inter-fund advances and liabilities have been eliminated.
5. From the prior year annual Balance Sheet, balance sheet accounts should be entered in the proper Fund or Fund Group columns except for Agency Fund.

Exhibit B

This exhibit should be prepared after schedules 1 through 8 have been completed. It will be necessary to utilize some of the information in these schedules in preparing Exhibit B.

Exhibit B is the Statement of Changes in Fund Balance and will account for everything which happened during the year having an effect on the fund balance of each fund. Since Agency Funds do not belong to the college, they are excluded from this exhibit.

1. From Schedule 8 (and perhaps even from your detailed accounting records) complete the transfer portion of Exhibit B.

2. For the Current Fund - Restricted and for the Scholarship Fund, categorize revenues from Schedule 8 according to major source as indicated on Exhibit B. These revenues plus or minus the transfers should equal the total revenues shown for these two funds in Schedule 8.
3. Deduct transfers from Current Fund - Unrestricted revenues and enter the balance as Educational and General Revenues in the Unrestricted column of Exhibit B. Also deduct transfers from Auxiliary Enterprises revenue (do not include Service Departments) and enter this as Auxiliary Enterprises revenue in the Unrestricted column of Exhibit B. (Auxiliary Enterprises revenue information can be obtained from Schedule 3.)
4. Categorize the revenues in Schedule 8 by source for the Loan/Endowment, Annuity and Life Income Funds and Unexpended Plant and Renewals/Replacement Funds.
5. From Schedule 7 enter the plant asset additions in the Investment In Plant column of Exhibit B. If you have debt service, the retirement of indebtedness from Schedule 6, section D, will be entered in the Investment In Plant column of the revenue section of Exhibit B.
6. The Current Fund - Restricted expenditures will be obtained from Schedule 8 and will be entered as Educational and General Expenditures. Indirect Cost Recovery, General Ledger Code 43900 and 44900, will also be entered in the Restricted Current column of expenditures.
7. General Ledger Code 43900 and 44900 will be entered under Indirect Cost Recovered in the Scholarship column of expenditures. The expenditure portion of Schedule 8 for scholarships will be analyzed to get collection costs and other expenses and the remaining expenditures in the Scholarship Fund would be entered as Educational and General Expenditures.
8. Total expenditures for Personnel Costs, Current Expense, and Capital Outlay for the Current Fund - Unrestricted, will be entered in the Unrestricted column as Educational and General Expenditures. Likewise, the expenditures for Auxiliary Enterprises will be obtained from Schedule 3.
9. Schedule 5 should give an adequate analysis of expenditures for loans and endowments.

10. Schedule 6 will give the necessary information to complete the Unexpended Plant expenditure section and the Debt Service expenditure section of Exhibit B.
11. If adjustments were made directly to fund balances of any of the funds during the year, these entries should be analyzed and entered on the appropriate line of Exhibit B. If an adequate description does not already exist on the Exhibit B examples, write in your own description of the transaction.
12. After you add and subtract the various figures in each column, you should come out with the Fund Balance End of Year as shown on Exhibit A Balance Sheet.

Exhibit C

This exhibit should be completed after Exhibit B. It deals only with Current Funds (Fund I and III as unrestricted and Funds II and V as restricted). Since Restricted Fund revenues can be recognized only to the extent they were expended, the restricted figures will probably be different from those in Exhibit B. The proof of accuracy of this report is found on the last line -- Net Increase in Fund Balances which should be the same as that same line on Exhibit B.

1. Current Fund - Unrestricted revenues in Schedule 8 would again be used to enter the transfers on the appropriate lines and would also be used to categorize revenues by type. Please note that Indirect Costs Recovered are to be shown as Support from the Federal Government or if the Indirect Costs Recovered were from gifts and private grants and contracts, it would be included in that section.
2. Auxiliary Enterprises revenue should be same as Auxiliary Enterprises revenue shown on Exhibit B.
3. Schedule 1 shows expenditures of the Unrestricted and Restricted Current Fund by function. Therefore, the Educational and General expenditures portion of Exhibit C will be obtained from this schedule. Please note that Scholarship Fund information is also shown on Schedule 1.
4. Auxiliary Enterprises expenditures should be the same as on Exhibit B.

5. The Current Fund - Restricted revenue section is the most difficult part of Exhibit C. Revenues for Fund II can be shown only to the extent they were expended. Therefore, we would strongly recommend that each college debit revenues and credit excess restricted receipts in fund balance for any unspent receipts in Fund II each year. If this practice is followed, Fund II Change in Fund Balance will be the same on Exhibit C as on Exhibit B, except that Indirect Costs Recovered will not be shown on Exhibit C -- only grants received and actually spent will be reported there. The Indirect Costs Recovered will be included in Fund I revenue as already explained. If unspent receipts are not backed out of revenues, the difference between the receipts and the expenditures will be entered in the last section of Exhibit C as "Excess of Restricted Receipts over Transfers to Revenue."
6. When the columns are totaled, the net increase in fund balances should equal the net increase for the year as shown on Exhibit B.

Attachment 1

The Accounting Manual contains no reference to this Attachment. In accordance with the accepted procedures described in the AICPA Audit Guide, this Attachment will be used to summarize the notes of the financial statements. All notes should be included here rather than on the various exhibits and schedules. A list of examples of notes is attached to these instructions. Other examples may be found in the Audit Guide. The notes should be used to explain any items contained in the financial statements which require amplification to be fully understandable to the user.

COLLEGE

BALANCE SHEET
JUNE 30, 19__

WITH COMPARATIVE FIGURES AT JUNE 30, 19__

	Unrestricted Fund Group				Restricted Fund Group			
	Current - Unrestricted Fund	Auxiliary Fund	Total Current Year	Prior Year	Current - Restricted Fund	Scholarship Fund	Current Year	Prior Year
<u>Assets</u>								
Cash	\$	\$	\$	\$	\$	\$	\$	\$
Accounts Receivable								
Amount to be Provided for Compensated Absences								
Investments								
Inventories								
Due From Other Funds								
Prepaid Expenses & Other Assets								
Total Assets	\$	\$	\$	\$	\$	\$	\$	\$
<u>Liabilities and Fund Balances</u>								
<u>Liabilities</u>								
Accounts Payable	\$	\$	\$	\$	\$	\$	\$	\$
Accrued Compensated Leave								
Salaries and Wages Payable								
Payroll Taxes and Deductions Payable								
Deferred Income								
Due to Other Funds								
Total Liabilities	\$	\$	\$	\$	\$	\$	\$	\$
<u>Fund Balances</u>								
Funds Restricted for Encumbrances	\$	\$	\$	\$	\$	\$	\$	\$
Funds Allocated for Staff and Program Development								
Unallocated Fund Balances								
Total Fund Balances	\$	\$	\$	\$	\$	\$	\$	\$
Total Liabilities and Fund Balances	\$	\$	\$	\$	\$	\$	\$	\$

COLLEGE
BALANCE SHEET
NON-CURRENT FUNDS

	Endowment Funds		Loan Funds		Plant Fund Group				Agency Fund Current Year
	Current Year	Prior Year	Current Year	Prior Year	Unexpended Plant	Debt Service	Investment In Plant	Total	Prior Year
<u>Assets</u>									
Cash	\$	\$	\$	\$	\$	\$	\$	\$	\$
Notes Receivable									
Investments									
Due From Other Funds									
Assets Under Capital Leases									
Land									
Buildings									
Other Structures & Improvements									
Furniture, Machinery & Equipment									
Books									
Other Assets									
Films									
Construction in Progress									
Total Assets	\$	\$	\$	\$	\$	\$	\$	\$	\$
<u>Liabilities and Fund Balances</u>									
<u>Liabilities</u>									
Accounts Payable	\$	\$	\$	\$	\$	\$	\$	\$	\$
Payroll Taxes & Deductions Payable									
Due to Other Funds									
Bonds Payable									
Total Liabilities	\$	\$	\$	\$	\$	\$	\$	\$	\$
<u>Fund Balances</u>									
Funds Restricted for Encumbrances	\$	\$	\$	\$	\$	\$	\$	\$	\$
Fund Balances, Restricted									
Fund Balances, Unrestricted									
Net Investment in Plant									
Total Fund Balances	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Liabilities & Fund Balances	\$	\$	\$	\$	\$	\$	\$	\$	\$

COLLEGE
STATEMENT OF CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 19__

	Current Fund Group				Loan and Endowment Fund	Plant Fund Group		
	Unrestricted and Auxiliary	Restricted	Scholarship	Total Restricted		Unexpended Plant	Debt Service	Investment in Plant
<u>Revenues & Other Additions</u>								
Educational & General Revenues	\$	\$	\$	\$	\$	\$	\$	\$
Auxiliary Enterprises Revenues								
Governmental Grants & Contracts-								
Restricted								
Governmental Appropriations-								
Restricted								
Investment Income-Restricted								
Realized Gains on Investments-								
Restricted								
Other Receipts								
Plant Asset Additions								
Retirement of Indebtedness								
Total Revenues & Other Additions	\$	\$	\$	\$	\$	\$	\$	\$
<u>Expenditures & Other Deductions</u>								
Educational & Gen. Expenditures	\$	\$	\$	\$	\$	\$	\$	\$
Auxiliary Enterprises Expenditures								
Indirect Costs Recovered								
Refunded to Grantors								
Loan Cancellations and Write-Offs								
Collection Costs & Other Expenses								
Expended for Plant Asset Additions								
Debt Retirement & Interest								
Disposal of Plant Assets								
Total Expenditures & Other								
Deductions	\$	\$	\$	\$	\$	\$	\$	\$
<u>Transfers, Additions, (Deductions)</u>								
Mandatory-Matching Grants	\$	\$	\$	\$	\$	\$	\$	\$
Non-Mandatory								
Total Transfers	\$	\$	\$	\$	\$	\$	\$	\$
Net Increase (Decrease) For Year								
Fund Balance, Beginning of Year								
Fund Balance, End of Year	\$	\$	\$	\$	\$	\$	\$	\$

COLLEGE
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND OTHER CHANGES
FOR THE YEAR ENDED JUNE 30, 19__
WITH COMPARATIVE FIGURES FOR 19__

	Current Year		Total	Prior Year
	Unrestricted (Fund I & III)	Restricted (Fund II & V)		
<u>Revenues & Mandatory Transfers - In</u>				
Educational and General	\$	\$	\$	\$
Student Fees				
Support from Local Government				
Support from State Government				
Support from Federal Government				
Gifts & Private Grants & Contracts				
Sales and Services				
Endowment Income				
Other Sources				
Total Educational & General	\$	\$	\$	\$
Auxiliary Enterprises				
Total Revenues	\$	\$	\$	\$
<u>Expenditures & Mandatory Transfers</u>				
Educational & General	\$	\$	\$	\$
Instruction				
Research				
Public Service				
Academic Support-Learning Resources				
Academic Support-Other				
Student Services				
Institutional Support				
Physical Plant Operation & Maintenance				
Student Aid				
Total Educational & General Expenditures	\$	\$	\$	\$
Mandatory Transfers For:				
Matching Grants	\$	\$	\$	\$
Total Educational and General	\$	\$	\$	\$
Auxiliary Enterprises				
Expenditures	\$	\$	\$	\$
Mandatory Transfers				
Total Auxiliary Enterprises	\$	\$	\$	\$
Total Expenditures & Mandatory Transfers	\$	\$	\$	\$
Other Transfers & Additions (Deductions)				
Refunded to Grantors:	\$	\$	\$	\$
Non-Mandatory Transfers For:				
List				
Excess of Restricted Receipts over Transfers to Revenue				
Net Increase in Fund Balance	\$	\$	\$	\$

Schedule 1

COLLEGE
EDUCATIONAL & GENERAL EXPENDITURES, BY ORGANIZATIONAL UNIT
FOR THE YEAR ENDED JUNE 30, 19__

	<u>Personnel Costs</u>		<u>Current Expenses</u>		<u>Capital Outlay</u>		<u>Total</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	
<u>Instruction</u>	\$	\$	\$	\$	\$	\$	\$
List the organizational units within this function and total each column. Do the same for each of the following functions:							
<u>Research</u>							
<u>Public Service</u>							
<u>Academic Support-Learning Resources</u>							
<u>Academic Support-Other</u>							
<u>Student Services</u>							
<u>Institutional Support</u>							
<u>Physical Plant Operation & Maintenance</u>							
<u>Student Aid, Fund I and II</u>							
<u>Transfers, etc.</u>							
Total Funds I and II	\$	\$	\$	\$	\$	\$	\$
<u>Student Aid, Scholarship Fund</u>							
Colleges may list each scholarship account, or they may group them by source of Funds such as:							
Federal Scholarships							
State Scholarships, etc.							
Total Scholarship Fund	\$	\$	\$	\$	\$	\$	\$
Total Educational and General Expenditures	\$	\$	\$	\$	\$	\$	\$

COLLEGE

AUXILIARY FUND BALANCE SHEET
JUNE 30, 19__

	Bookstores	Vending Machines	Food Service	Housing	Central Stores	Duplicating Shop	Office Machine Repair	Fund Total
<u>Assets</u>								
Cash	\$	\$	\$	\$	\$	\$	\$	\$
Accounts Receivable								
Investments								
Inventories								
Due From Other Funds								
Prepaid Expenses and Other Assets								
Total Assets	\$	\$	\$	\$	\$	\$	\$	\$
<u>Liabilities and Fund Balances</u>								
<u>Liabilities</u>								
Accounts Payable	\$	\$	\$	\$	\$	\$	\$	\$
Salaries and Wages Payable								
Payroll Taxes & Deductions Payable								
Due To Other Funds								
Total Liabilities	\$	\$	\$	\$	\$	\$	\$	\$
<u>Fund Balances</u>								
Funds Restricted for Encumbrances	\$	\$	\$	\$	\$	\$	\$	\$
Unallocated Fund Balances								
Total Fund Balances	\$	\$	\$	\$	\$	\$	\$	\$
Total Liabilities and Fund Balances	\$	\$	\$	\$	\$	\$	\$	\$

COLLEGE
STATEMENT OF REVENUES, EXPENDITURES AND OTHER CHANGES
AUXILIARY ENTERPRISES
YEAR ENDED JUNE 30, 19__
WITH COMPARATIVE FIGURES FOR 19__

	Bookstore	Vending Machines	Food Service	Housing	Total Current Year	Prior Year
<u>Revenues</u>						
Sales	\$	\$	\$	\$	\$	\$
Interdepartmental Sales						
Commissions						
Other						
Total Revenues	\$	\$	\$	\$	\$	\$
<u>Expenditures and Other Deductions</u>						
<u>Operating Expenditures</u>						
Personnel Costs (51000-59800)	\$	\$	\$	\$	\$	\$
Services (60500-64500)						
Materials & Supplies (65500-66500)						
Cost of Goods Sold (67500)						
Total Operating Expenditures	\$	\$	\$	\$	\$	\$
<u>Other Deductions</u>						
Capital Outlay (70500-79000)						
Mandatory Transfers (49100)						
Non-Mandatory Transfers (49200)						
Total Other Deductions	\$	\$	\$	\$	\$	\$
Net Increase (Decrease) in Fund Balance	\$	\$	\$	\$	\$	\$
Fund Balance, Beginning of Year	\$	\$	\$	\$	\$	\$
Fund Balance, End of Year	\$	\$	\$	\$	\$	\$

COLLEGE
STATEMENT OF REVENUES, EXPENDITURES AND OTHER CHANGES
SERVICE DEPARTMENTS
YEAR ENDED JUNE 30, 19__
WITH COMPARATIVE FIGURES FOR 19__

	Central Stores	Duplicating Shop	Office Machine Repair	Total Current Year	Prior Year
<u>Revenues</u>					
Interdepartmental Sales (46900)	\$	\$	\$	\$	\$
Subsidy from Educational and General (49200)					
Total Revenues	\$	\$	\$	\$	\$
<u>Expenditures and Other Deductions</u>					
Personnel Costs (51000-59800)	\$	\$	\$	\$	\$
Services (60500-64500)					
Materials and Supplies (65500-66500)					
Cost of Goods Sold (67500)					
Capital Outlay (70500-79000)					
Total Expenditures and Other Deductions	\$	\$	\$	\$	\$

COLLEGE
SUMMARY OF LOAN FUND & ENDOWMENT OPERATIONS
FOR THE YEAR ENDED JUNE 30, 19__

	Fund Balance July 1, 19	New Funds Received	Transfers	Interest Earned	Capital Returned To Donor	Loans Written Off	Collection and Other Expenses	Fund Balance June 30, 19	Memo New Loans to Students
<u>Loan Funds</u> May list each separate loan account, or may group them according to categories such as: Loan Funds from Local Government, Loan Funds from State Government, etc.	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Loan Funds	\$	\$	\$	\$	\$	\$	\$	\$	\$
<u>Endowment Funds</u> List each endowment account separately	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Endowment Funds	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Loan & Endowment Funds	\$	\$	\$	\$	\$	\$	\$	\$	\$ -

COLLEGE
SUMMARY OF PLANT FUND OPERATIONS
FOR THE YEAR ENDED JUNE 30, 19__

	Total Funds	Local Funds	License Tag Fees	SBE Bonds	PECO
A. <u>Summary By Fund Source</u>					
Beginning Balances, July 1, 19__	\$	\$	\$	\$	\$
Adj. to Fund Balance					
Add: Revenue					
Interest					
Transfers					
Bond Proceeds					
Deduct Expenditures					
Fund Balances, June 30, 19__	\$	\$	\$	\$	\$
B. <u>Expenditures, By Project and Source</u> (List each Project)	\$	\$	\$	\$	\$
Total Expenditures	\$	\$	\$	\$	\$

	Fund Balance 7-1-	Receipts	Project Reallocations	State Charges	Equipment	Expenditures Buildings	Land	Improvements	Fund Balances, 6-30- Encumbered	Unencumbered
C. <u>Summary by Project</u> (List each project)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Totals	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

	Fund Balance 7-1-	Receipts	Payments for Interest Principal		Fund Balance 6-30-	Memo Bonds Outstanding 6-30-
D. <u>Debt Service</u> (List each bond issue)	\$	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$	\$

COLLEGE

SUMMARY OF INVESTMENT IN PLANT
FOR THE YEAR ENDED JUNE 30, 19__

	Balances July 1, 19	Additions	Deductions	Balances June 30, 19
Capital Leases	\$	\$	\$	\$
Land				
Buildings (List each building)				
Other Structures and Improvements				
Furniture, Machinery and Equipment				
Other Assets				
Books				
Films				
Construction in Progress				
Total Investments In Plant Fund	\$	\$	\$	\$
Less Bonds Payable (Fund 9 only)				
Net Investment in Plant Fund	\$	\$	\$	\$

COLLEGE
SUMMARY OF REVENUE AND EXPENDITURES, BY GENERAL LEDGER CODE
FOR THE FISCAL YEAR

	Unrestricted Current	Restricted Current	Auxiliary Current	Loan and Endowment	Scholarship	Unexpended Plant	Debt Service	Total All Funds
<u>Revenue</u>								
40100 In-State Matriculation	\$	\$	\$	\$	\$	\$	\$	\$
40300 Out-of-State Tuition, etc.	\$	\$	\$	\$	\$	\$	\$	\$
Total Revenue								
<u>Personnel Costs</u>								
(List detail codes)	\$	\$	\$	\$	\$	\$	\$	\$
Total Personnel Costs	\$	\$	\$	\$	\$	\$	\$	\$
<u>Current Expenses</u>								
(List detail codes)	\$	\$	\$	\$	\$	\$	\$	\$
Total Current Expenses	\$	\$	\$	\$	\$	\$	\$	\$
<u>Capital Outlay</u>								
(List detail codes)	\$	\$	\$	\$	\$	\$	\$	\$
Total Capital Outlay	\$	\$	\$	\$	\$	\$	\$	\$
Total Expenditures	\$	\$	\$	\$	\$	\$	\$	\$

GUIDELINES FOR PREPARATION OF
NOTES TO FINANCIAL STATEMENTS
FOR COMMUNITY COLLEGES

A. HOW TO USE THIS OUTLINE

The outline of community college notes to financial statements presents discussions and some sample illustrations of Notes to Financial Statements in Section B.

Discussion material is presented within parentheses under the note heading and a sample note language is presented within quotation marks. Sample notes are illustrative only and may not apply to any particular college.

Authoritative literature references are presented as the first parenthetical discussion of each note. Keep in mind that disclosure requirements are in a state of constant change and it is the user's responsibility that the financial statements and the notes thereto are correctly prepared in accordance with current authoritative literature.

Symbols used to cite literature references are as follows:

1. The FASB Accounting Standards Current Text is referenced by "CT-" followed by the section and paragraph number. For example: CT-A06.101 refers to paragraph 101 of Section A06.
2. Audits of Colleges and Universities (The Audit Guide) is referenced as Guide followed by the page number.
3. College and University Business Administration, 4th Ed, 1982 is referenced as CUBA followed by the page number.

The following is an outline listing of notes described in these guidelines. In actual practice you may need notes on more or fewer subjects than are included here:

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
 - A. Reporting Entity
 - B. Basis of Presentation
 - C. Basis of Accounting
 - D. Cash

- E. Investments
- F. Inventories
- G. Fixed Assets
- H. Long-Term Debt
- I. Compensated Absences
- J. Encumbrances
- K. State Revenue Sources
- 2. ACCOUNTING CHANGES
- 3. CASH
- 4. INVESTMENTS AND INTEREST INCOME
- 5. ACCOUNTS RECEIVABLE
- 6. NOTES RECEIVABLE
- 7. DUE FROM OTHER AGENCIES
- 8. CAPITAL LEASES PAYABLE
- 9. INSTALLMENT-PURCHASE CONTRACTS PAYABLE
- 10. NOTES PAYABLE
- 11. BONDS PAYABLE
- 12. INTERFUND RECEIVABLES AND PAYABLES
- 13. SCHEDULE OF STATE REVENUE SOURCES
- 14. OTHER SIGNIFICANT RESOURCES OR EXPENDITURES
- 15. STATE RETIREMENT PROGRAMS
- 16. POSTRETIREMENT HEALTH-CARE BENEFITS
- 17. CONSTRUCTION CONTRACT COMMITMENTS
- 18. OPERATING LEASE COMMITMENTS
- 19. RELATED PARTY TRANSACTIONS
- 20. NONMONETARY TRANSACTIONS
- 21. LITIGATION
- 22. SUBSEQUENT EVENTS

GUIDELINES FOR PREPARATION OF
NOTES TO FINANCIAL STATEMENTS
FOR COMMUNITY COLLEGES

B. SAMPLE NOTES

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(A summary of significant accounting policies (SSAP) is required by CUBA, page 435. Literature references requiring coverage of specific subjects in the SSAP are cited below for each subject. The SSAP should be note 1. The SSAP as note 1 to the financial statements is followed by the remaining notes, beginning with note 2. Examples of some notes are shown below. In actual practice you may need more notes or fewer notes than are illustrated.)

Sample Note:

"The following summary of the Sample Community College's significant accounting policies is presented to assist the reader in interpreting the financial statements. These policies should be viewed as an integral part of the accompanying financial statements.

A. Reporting Entity

(References: None)

(Although neither CUBA nor the Audit Guide require disclosure of the reporting entity, provide information on the governing body of the college, general background information, and, if applicable, a disclosure that "direct support organizations" exist but are not included in the financial statements of the college.)

Sample Note:

"The College was established by the Florida State Legislature in 1965. There are two campuses located in _____ and a center in _____. Additionally, noncredit courses are offered in public schools, businesses, and other locations throughout _____ and _____ counties."

"The College is governed and operated by a district board of trustees which constitutes a corporation and is composed of _____ members appointed by the Governor. Although the College is considered a separate entity for financial reporting purposes, it is under the general direction and control of the Department of Education, Division of Community Colleges, and is also governed by State Statutes, rules of the State Board of Education, and rules of the State Board of Community Colleges.

"Financial operations and financial position of the _____ Foundation, Inc., a College "direct-support organization," as defined in Section 240.331, Florida Statutes, are not included in the financial statements of the College. The Foundation is a separate, not-for-profit corporation organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of the College. An annual postaudit of the organization's financial statements is conducted by an independent certified public accountant. Summary financial information for the organization is presented in note _____."

(There may be more than one direct-support organization, in which case you should identify each organization and briefly describe the organization's goals and functions.)

B. Basis of Presentation

(References: CUBA, pp. 462-463)

Sample Note:

"Accounting policies conform with generally accepted accounting principles applicable to colleges and universities. In order to ensure observance of limitations and restrictions placed on the use of available resources, the accounts are maintained in accordance with the principles of fund accounting. Fund accounting is the procedure by which resources are classified for accounting and reporting purposes into funds that are in accordance with activities or objectives for which the resources are received.

Accounts are maintained in various funds as prescribed by the State Department of Education, Division of Community Colleges. The funds are structured according to recommendations of the National Association of College and University Business Officers. In the accompanying financial statements, funds that have similar characteristics have been combined into fund groups. Accordingly, all financial transactions have been recorded and reported by fund group. The funds used are defined as follows: (Do not describe any funds that are not presented on the financial statements.)

Current Fund - Unrestricted

The Current Fund - Unrestricted is used to account for resources available for the general financial requirements of the College, the only restrictions being those imposed by law and the budget. Generally, the resources are received to finance the educational program as a whole. The organizational units financed through this fund are those directly concerned with the operation and support of the educational program.

Auxiliary Funds

Auxiliary Funds are used to account for auxiliary activities. Auxiliary activities are those established primarily to provide noninstructional services and goods for sale to students, faculty, and staff. They are intended to be self-supporting.

Current Funds - Restricted

Current Funds - Restricted are used to account for resources that are available for the operation and support of the educational program but are restricted by the donors or other outside agencies as to the specific purpose for which they may be expended. The organizational units financed through this fund are usually the same as those financed through the Current Funds - Unrestricted.

Scholarship Funds

Scholarship Funds are used to account for resources available for student financial awards

which are not in payment for services rendered and do not require repayment by the student. Resources received from donors who reserve the right to designate the recipient of the scholarships are not accounted for in this fund, but are accounted for in an Agency Fund or the Current Funds - Unrestricted.

Loan Funds

Loan Funds are used to account for resources which are available for loans to students regardless of whether or not the College is responsible for collecting the loan. Resources received for loans to students who are selected for the loan by a third-party donor are accounted for in an Agency Fund rather than the Loan Funds.

Endowment Funds

Endowment Funds are used to account for resources the principal of which must be maintained inviolate to conform with restrictions placed thereon by the donor or other outside agency. Generally, only the income from these funds may be used. Term endowment funds provide that the principal may be expended after a specific period of time or particular event; accordingly, their fund balance is reported separately on the accompanying balance sheet. (CUBA, pp. 423, 456)

Endowments are classified as "restricted" if the income may be used only for certain designated purposes and are classified as "unrestricted" if the income may be used without restriction for any College purpose.

Unexpended Plant Funds

Unexpended Plant Funds are used to account for resources that are available for the acquisition or construction of physical facilities and resources designated for the major repair or replacement of physical facilities, as well as associated liabilities. These resources, generally, can be expended only for projects approved by a State Department of Education survey and include the purchase of land, site development, building construction, initial furnishings and equipment for new buildings, and major repairs.

Retirement of Indebtedness Funds

Retirement of Indebtedness Funds are used to account for the resources which will be used to retire the long-term debt.

Investment in Plant Fund

The Investment in Plant Fund is used to account for the cumulative cost of plant assets and associated liabilities. The assets consist of land; buildings; other structures and improvements; construction in progress; furniture, machinery, and equipment; and books and films.

Agency Funds

Agency Funds are used to account for resources received and held by the College as custodian or fiscal agent for others and to temporarily account, in "clearing" accounts, for resources which cannot be immediately classified by fund. Agency Funds are classified into two types:

Organization Funds - used to record transactions relating to activities of students, faculty or staff, or other organizations indirectly related to the College.

Clearing Funds - used to aid in distributing income between funds."

C. Basis of Accounting

(References CUBA, pp. 390-391; Guide, pp. 7 and 116)

(Disclosure of the basis of accounting should accurately describe the situation. All significant departures from GAAP should be disclosed including material deferrals or accruals which the College has elected not to report.)

Sample Note:

"Basis of accounting refers to when revenues and expenditures are recognized in the accounts and

reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

"The financial statements are prepared using the accrual basis of accounting, i.e., revenues are recognized when earned and expenditures are recognized when goods or services are received except that interest on student notes receivable is not recorded until received or written off. Fixed assets are not depreciated.

"The National Association of College and University Business Officers recommends that student fee revenue and expenditures of summer terms conducted over a fiscal year-end be reported totally in the fiscal year in which the program is predominately conducted whereas Community College considers student fees earned when the fee refund period expires and summer term expenditures incurred when the goods or services are received.

"The statement of current funds revenues, expenditures, and other changes is a statement of financial activities of current funds related to the current reporting period. It does not purport to represent the result of operations or the net income or loss for the period as would a statement of income or a statement of revenues and expenses.

"To the extent that current funds are used to finance plant assets, the amounts so provided are accounted for as: (1) expenditures, in the case of normal replacement of movable equipment, library books and minor additions to buildings, and other structures and improvements; (2) mandatory transfers, in the case of required provisions for debt amortization and interest; and (3) transfers of a nonmandatory nature for all other cases."

(For asset, liability, and fund equity account balances, the SSAP should disclose (a) the valuation basis and (b) significant or unusual accounting treatment for material account balances or transactions. These disclosures should be made in the order of appearance on the balance sheet.)

D. Cash

(References: None)

(There is no specific requirement that information relative to cash be disclosed. However, when cash includes cash in demand accounts, cash in interest-bearing NOW accounts, time deposits, cash held by paying agents and/or others, or includes investments made under agreements with banks to invest surplus demand deposit cash or float, then disclosure that cash includes these items should be made.)

Sample Note:

"The amount reported as cash on the balance sheet includes cash on hand and cash in demand and time deposit accounts plus overnight investments via repurchase agreements stated at cost."

E. Investments

(References: CUBA, p. 392; Guide, pp. 8, 9, and 120)

(Only the valuation basis should be described in this note. The nature and amounts of investments are disclosed in other notes.)

Sample Note:

"Investments consist of those made locally, of those purchased through the State Board of Administration for participation in the State investment pool, and of investments made by the State Board of Administration from the Board's bond proceeds held and administered by the State Board of Education.

"Investments are stated at cost which approximates market value for those made locally. Information as to the market value of investments made by the State Board of Administration is not reported to the Board. Types and amounts of investments held at year-end are described in detail in note ____."

F. Inventories

(References: CT-178.120)

(The note should disclose the major classes or types of inventory and the basis of valuation and method of costing, e.g., FIFO, Average Cost, etc.)

Sample Note:

"Inventories consist of items for resale by the campus bookstore and are valued using the last invoice cost price which approximates the first-in, first-out method of the inventory valuation.

"Consumable laboratory supplies, teaching materials, and office supplies on hand in college departments were expensed when purchased and, accordingly, are not included in the reported inventory."

(Add if applicable: Reported inventory balances are described in note ____.)

G. Fixed Assets

(References: CUBA, pp. 391-392 and 432; Guide, p. 48; CT-167.118)

(Disclosure of the basis for valuation of fixed assets and, if applicable, a description of depreciation methods used is required. The CT reference relates to disclosures for capitalization of interest during construction. If the college has substantial construction underway that is financed with borrowed money, the required disclosure should be made; otherwise, no reference to the matter appears to be currently required.)

Sample Note:

"Fixed assets are comprised of the physical plant and equipment of the College and are stated at cost at date of acquisition or fair value at date of acquisition in the case of gifts and surplus property acquired at nominal cost. Fixed assets are not depreciated.

"Interest costs were capitalized and added to the acquisition costs of assets which required a period of time to prepare them for intended use. The amount of capitalized interest costs is presented in note ____."

H. Long-Term Debt

(References: None)

(There is no requirement that the accounting policies for long-term debt be disclosed in the SSAP. However, briefly disclose significant policies applied to such liabilities.)

Sample Note:

"Long-term obligations are generally incurred to finance additions to plant and are reported in the Plant Fund in which the related asset is recorded.

"Bonds payable equal to the amount of required reserves established from bond proceeds are reported in the Retirement of Indebtedness Funds."

I. Compensated Absences

(References: CT-C44)

(Keep in mind that it is the accounting policies relating to vacation and sick leave that are required to be disclosed, not the policies for earning or using the leave. As a practical matter, most colleges will report a liability for accumulated sick leave rather than vested sick leave but this fact does not appear to be a required disclosure.)

Sample Note:

"A liability representing employees' rights to receive compensation for future absences, i.e., vacation leave and sick leave, is accrued in the Unrestricted Current Funds. The State provides funding only for the portion of accrued leave that is used or paid in the current fiscal year. Accordingly, an asset, "Amount to be Provided for Payment of Employee Compensated Absences," is recorded equal to the amount of the accrued liability for employees' vacation and sick leave which is payable in future years."

J. Encumbrances

(References: None)

(No required disclosure; however, disclosure of accounting policies regarding encumbrance accounting should be made.)

Sample Note:

"Encumbrances representing outstanding purchase orders or other commitments for materials or services not received as of the reporting date are neither reported as expenditures nor included in liabilities on the balance sheet. Rather, encumbrances are reported as allocations of fund balances, "Reserved for Encumbrances.""

K. State Revenue Sources

(References: None)

(Although disclosure is not required, unusual accounting policies for material revenue sources should be disclosed.)

Sample Note:

"Revenue from State sources for current operations is primarily from the community college program fund administered by the Florida Department of Education under the provisions of Section 240.359, Florida Statutes. In accordance with this law, the Department annually assigns each College an estimate of student enrollment which becomes the basis for the allocation of funds. If the actual enrollment is more than five percent below the assigned enrollment for any fiscal year, the Department reduces the allocation proportionately to the difference between five percent and the actual percentage deduction in enrollment. Normally, such adjustments are treated as reductions of revenue of the year when the adjustment is made.

"The State allocates gross receipts taxes, generally known as Public Education Capital Outlay (PECO) money, to the Board on an annual basis. The Board is authorized to expend these funds only upon applying for and receiving an encumbrance authorization from the Florida Department of Education. The allocation of PECO money is recognized as an addition to Unexpended Plant Funds when it is allocated, and as a deduction if the allocation is subsequently reduced.

"A schedule of revenue from State sources for the current year is presented in note ____."

2. ACCOUNTING CHANGES

(References: CUBA, p. 435; CT Sections A06 and A35; Guide, pp. 58-59)

(Accounting changes resulting from changes in accounting principles or changes in accounting estimates should be disclosed here. Frequently, such changes result in adjustments to beginning fund balance in which case the note regarding adjustments to fund balance should reference this note, e.g., "To record the change in the method of accounting for certain student financial aid programs as described in note 2." If you have a note titled ADJUSTMENTS TO FUND BALANCES it would logically follow, on the sample outline, the note on Other Significant Resources or Expenditures.)

Sample Note:

"In fiscal year 19XX-XX the method of accounting for compensated absences was changed to conform with the requirements of Statement on Financial Accounting Standards No. 43. In prior years, compensated absences were recorded when paid to employees. The new method requires that such costs be recognized in the Unrestricted Current Funds when earned by employees. As described in the Summary of Significant Accounting Policies, an asset, "Amount to be Provided for Payment of Employee Compensated Absences" is recorded in an amount equal to the accrued liability for employee vacation and sick leave; consequently, this change in the method of accounting for compensated absences had no effect on the fund balances of the Unrestricted Current Funds. No revenues or expenditures were recorded in fiscal year 19XX-XX since the beginning asset and liability balances were not known."

3. CASH

(References: None)

(There is no specific requirement that information relative to cash should be disclosed. However, if reported cash is invested overnight and on weekends and holidays via repurchase agreements or if cash includes time deposits, disclosure of pertinent details of these facts should be made.)

Sample Note:

"In accordance with the terms of an agreement with the _____ Bank at _____, cash on deposit, including the Board's float, is invested, via repurchase agreements with the Bank, each night. On June 30, 1984, United States Treasury Bills were purchased at a cost of \$3,375,000 under an agreement by the Bank to repurchase on July 2, 1984, with interest at a rate of 11.49 percent. Overnight investments via repurchase agreements are reported as cash as disclosed in note 1. Cash includes time certificates of deposits in the amount of \$20,000."

4. INVESTMENTS AND INTEREST INCOME

(References: Guide, pp. 9 and 120; CUBA, p.465)

(Provide disclosure as to the types and amounts of investment balances at year-end and total interest earned on

both investments and interest-bearing cash deposits during the year. When applicable, the total performance of the investment portfolio based on cost and market value should be disclosed.

Sample Note:

"Investments at June 30 were as shown below:

Funds	A m o u n t		
	Total	Invested for the college by State Board of Administra- tion	United States Treasury Bills
Unrestricted Current	\$ 200,000	\$ 200,000	\$
Auxiliary	20,000		20,000
Unexpended Plant	600,000	600,000	
Retirement of Indebtedness	<u>381,440</u>	<u>381,440</u>	
Total	<u>\$1,201,440</u>	<u>\$1,181,440</u>	<u>\$20,000</u>

Interest earned on investments, interest-bearing cash deposits, and repurchase agreements is summarized below by fund:

<u>Funds</u>	<u>Interest Earned</u>
Unrestricted Current	\$ 21,032
Auxiliary	1,850
Loan	24,891
Unexpended Plant	52,166
Retirement of Indebtedness	<u>30,205</u>
Total	<u>\$130,144</u> "

5. ACCOUNTS RECEIVABLE

(References: CT-C59.121-129)

(The literature does not clearly require that disclosure be made if no allowance for uncollectible receivables is accrued. However, to avoid confusion, when no allowance is accrued state that fact.)

Sample Note:

"Accounts receivable, reported in the Current Fund - Unrestricted represent unpaid deferments of student fees and various outstanding billings for services provided by the College and are reported net of a \$22,045 allowance for uncollectible accounts.

"Accounts receivable reported in other funds consist of such items as uncollected commissions for food service and vending machine sales, grant reimbursements due from third parties, and unused credit memos. These accounts are considered to be fully collectible."

6. NOTES RECEIVABLE

(References: CUBA, pp. 419, 442 and 456; CT-V18.102; Guide p. 32)

(Disclose the allowance for uncollectible notes or state that no allowance was accrued.)

Sample Note:

"Notes receivable represents unpaid National Direct Student Loan program and short-term loan program notes. Reported notes receivable is net of a \$451,111 allowance for uncollectible notes."

7. DUE FROM OTHER AGENCIES

(References: None)

(There is no requirement that amounts due from other agencies be described or otherwise disclosed. However, show a schedule if the total is material. Small amounts need no note disclosure.)

Sample Note:

"The nature of amounts due from other agencies is as follows: (You may use a narrative as in sample note 5 above to describe the nature of amounts due or a schedule as shown below.)

Current Funds - Restricted:

Florida Department of Education:

Unreimbursed Grant Expenditures \$36,280

Loan Funds:

United States Department of Education:

Reimbursement for Loan Collections 4,103

Total Due from Other Agencies \$40,383 "

8. CAPITAL LEASES PAYABLE

(References: CT-L10.112a and d. and CT-C32.101)

Sample Note:

"The following is an analysis of the classes of property being acquired under capital leases:

	<u>Asset Balance</u>
Refuse Collection Containers	\$XXX
Data Processing Equipment	XXX
Other Office Equipment	<u>XXX</u>
Total	<u>\$XXX</u>

"The following is a schedule by years of future minimum lease payments under capital leases together with the present value of minimum lease payments as of June 30:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
19XX	\$XXX
19XX	XXX
19XX	XXX
19XX	XXX
19XX	XXX
Later Years to 19XX	<u>XXX</u>
Total Minimum Lease Payments	XXX
Less, Amount Representing Interest	<u>XXX</u>
Present Value of Minimum Lease Payments	<u>\$XXX</u>

"Interest rates ranged from 12 to 19.5 percent."

9. INSTALLMENT-PURCHASE CONTRACTS PAYABLE

(References: None)

(Installment-purchase contracts will be disclosed in the same manner as capital leases, except that rather than showing "Less amount representing interest" as for capital leases, show "Less Interest and Finance Charges." Also, it is not necessary to disclose in the note the classes of assets involved.)

10. NOTES PAYABLE

(References: CUBA, p. 465; Guide, p.120)

Sample Note:

"Notes payable are comprised of the following:

State Advance of PECO Money

\$3,000,000 Advanced 7-1-84 from State Public Education Capital Outlay (PECO) Money. To be Repaid at an Interest Rate of X.X Percent from Future Allocations of PECO Entitlements. The Fiscal Year 19XX-XX Allocation of \$1,000,000 Has Been Applied to the Loan \$2,000,000

Total Notes Payable \$2,000,000

"Annual payments on the State PECO advance cannot be presently determined because PECO entitlement allocations vary from year to year."

11. BONDS PAYABLE

(References: CUBA, p. 465; Guide, p. 120)

Sample Note:

"The following is a description of bonded debt:

State Board of Education Capital Outlay Bonds

These bonds are issued by the State Board of Education on behalf of the College. The bonds mature serially and are secured by a pledge of the College's portion of the State-assessed motor vehicle license tax and by the State's full faith and credit. Principal and interest payments, investment of Retirement of Indebtedness Fund resources, and compliance with reserve requirements are administered by the State Board of Education and State Board of Administration."

(The State's full faith and credit is pledged as security for some State Board of Education bonds and the sample note above assumes such a pledge for the bonds covered by the sample note.)

"The following is a summary of bonds payable as of June 30, 19XX:

Bonds Description

Bonds
Payable
6-30-XX

State Board of Education Capital Outlay

Bonds:

Series 1982-A, \$105,000, Dated 7-1-82, Matures Serially to 1-1-2003 at Interest Rates Ranging from 10.90 to 11.00 Percent on the Remaining Balance. Payable in Future Annual Installments of \$5,000 on January 1 Each Year, Remaining Semiannual Interest Payments Range from \$275 to \$5,200 \$ 95,000

Series 1977-A, \$950,000, Dated 1-1-77, Matures Serially to 1-1-98 at Interest Rates Ranging from 4.75 to 5.000 Percent on the Remaining Balance. Payable in Future Annual Installments Ranging from \$40,000 to \$65,000, Remaining Semiannual Interest Payments Range from \$1,625 to \$17,506.25 720,000

Series 1974-A, \$2,140,000, Dated 1-1-74, Matures Serially to 1-1-95 at Interest Rates Ranging from 4.00 to 5.50 Percent on the Remaining Balance. Payable in Future Annual Installments Ranging from \$95,000 to \$170,000, Remaining Semiannual Interest Payments Range from \$3,400 to \$37,582.50 \$1,435,000

Total State Board of Education Capital Outlay Bonds

\$2,250,000

"Annual requirements to amortize all bonded debt outstanding as of June 30, 19XX, are as follows:

Fiscal Year Ending June 30	State Board of Education Capital Outlay Bonds		
	Principal	Interest	Total
1985	\$ 140,000.00	\$118,577.50	\$ 258,577.50
1986	150,000.00	110,907.50	260,907.50
1987	155,000.00	102,725.00	257,725.00
1988	165,000.00	94,560.00	259,560.00
1989	175,000.00	85,897.50	260,897.50
1990-2003	<u>1,465,000.00</u>	<u>346,672.50</u>	<u>1,811,672.50</u>
Total	<u>\$2,250,000.00</u>	<u>\$859,340.00</u>	<u>\$3,109,340.00</u>

12. INTERFUND RECEIVABLES AND PAYABLES

(References: Guide, p. 10)

Sample Note:

"The following is a summary of interfund receivables and payables:

<u>Funds</u>	<u>Interfund</u>	
	<u>Receivables</u>	<u>Payables</u>
Current Unrestricted	\$70,000.00	\$
Current Restricted		75,470.00
Scholarship	<u>5,470.00</u>	
Total	<u>\$75,470.00</u>	<u>\$75,470.00</u>

"The amount due to the Current Fund - Unrestricted from the Current Funds - Restricted is for money advanced to finance authorized activities of grants and contracts funded on a cost-reimbursement basis. Advances are made as needed and will be repaid within one year without interest."

13. SCHEDULE OF STATE REVENUE SOURCES

(References: None)

(There is no requirement that revenue be scheduled; however, include a schedule of State sources. Prepare the schedule so that amounts are shown with the largest amount as the first and others in descending order. Only amounts recognized as revenue should be included.)

Sample Note:

"The State is the Board's principal source of revenue. The following is a schedule of State revenue sources and amounts exclusive of reported future State appropriations of \$XX,XXX for payment of employees' compensated absences:

<u>Sources</u>	<u>Amount</u>
Community College Program Fund	\$XX,XXX,XXX.XX
Specific Appropriations	
Gross Receipts Tax (Public Education	
Capital Outlay)	
Motor Vehicle License Tax (Capital	
Outlay and Debt Service)	
Restricted Contracts and Grants	
Interest on Investments	
Grants for Community Instructional	
Services	
Miscellaneous	
Total	<u>\$XX,XXX,XXX.XX</u>

"Accounting policies relating to certain State revenue sources are described in note 1."

14. OTHER SIGNIFICANT RESOURCES OR EXPENDITURES

(References: CUBA, p. 434; Guide, p.55)

(The title of this note should describe the resource or expenditure; the above title is generic. When significant resources or expenditures are not included in the statement of changes in fund balances, they should be disclosed in the notes.)

Sample Note:

"Bonds Issued

The State Board of Education on behalf of the Board issued bonds in the amount of \$105,000 on July 1, 19XX. The proceeds from the bond issue are to be used to finance additions to the library and social sciences classroom building."

15. STATE RETIREMENT PROGRAMS

(References: CT-P15, Pe5)

(Show summary information regarding the State's retirement programs.)

Sample Note:

"The Board does not administer a retirement plan for its employees. However, pursuant to law, all employees are members of defined retirement plans of the State of Florida administered by the Department of Administration, Division of Retirement. The retirement plans of the State of Florida consist of contributory and noncontributory benefit plans. The plans provide for retirement, death, and disability benefits and require contributions by employees and payments by participating agencies at stated percentages of compensation set by law as determined from time to time by the State Legislature. Employee contributions totaled \$_____ and payments by the agency totaled \$_____ for the fiscal year ended June 30, 19XX. The plans' accounting and funding policies, actuarial present value of accumulated plan benefits, net assets available for benefits, and other plan-related matters are the responsibility of the Department of Administration, Division of Retirement, and are not computed on an individual agency basis."

16. POSTRETIREMENT HEALTH-CARE BENEFITS

(References: CT-P50)

(If the Board pays any portion of the cost of retired employees health-care or life insurance as allowed by Section 112.0801, Florida Statutes, certain disclosures are required. The sample note assumes that the Board pays no postretirement life insurance benefits, and that retiree health-care costs are readily separated from the costs paid for nonretirees.)

Sample Note:

"The Board pays the cost of health-care insurance premiums for retired former employees. All of the Board's employees may become eligible for those benefits upon retirement while employed at the College. At June 30, 19XX, benefits were being provided to 23 retired former employees. The cost of retiree health-care insurance is recognized as an expense each month as premiums are paid. For fiscal year 19XX-XX, premium costs totaled \$XXX."

17. CONSTRUCTION CONTRACT COMMITMENTS

(References: CT-C59.120)

Sample Note:

"The following is a summary of major construction contract commitments remaining at June 30, 19XX:

<u>Project</u>	<u>Contract Amount</u>	<u>Completed to Date</u>	<u>Balance Committed</u>
Renovation of Building G:			
General Contractor	\$XXX	\$XX	\$XX
Architect	XX	XX	XX
Chemistry Lab-Building J:			
General Contractor	XXX	XX	XX
Architect	XX	XX	XX
Renovation of Under- ground Pipe System - Phases I and II:			
General Contractor	X	X	X
Total	<u>\$XXX</u>	<u>\$XXX</u>	<u>\$XX "</u>

18. OPERATING LEASE COMMITMENTS

(References: CT-L10.112)

(Although a breakdown between classes of property leased is not required, show a breakdown in the notes, if applicable, between buildings and equipment.)

Sample Note:

"Office space is leased under several operating leases which expire in 19XX. These assets are not recorded on the balance sheet, and operating lease payments are expensed when paid. The following is a schedule by years of estimated future minimum rental payments required under operating leases that have remaining noncancellable lease terms in excess of one year as of June 30, 19XX:

Fiscal Year Ending June 30:

19XX	\$XXX
19XX	XX
19XX	XX
19XX	XX
19XX	XX
Later Years to 19XX	<u>XX</u>

Total Minimum Payments Required \$XXX "

19. RELATED PARTY TRANSACTIONS

(References: CT-R36.102)

(Disclose the following information regarding related party transactions: the nature of the relationship; a general description of the transactions, including transactions to which no amounts or nominal amounts were ascribed; any other information necessary for an understanding of the effects of the transactions on the financial statements; the dollar amounts of the related party's transactions during the audit period; amounts due to or from related parties at year-end; and the terms and manner of settlement. Most commonly, a related party transaction note will be used to describe College direct-support organizations.)

Sample Note:

"As permitted by Section 240.331, Florida Statutes, the College receives direct and indirect support from its direct-support organization, the _____ Community

College Endowment Corporation. Transactions of the endowment corporation are not included in those reported in the financial statements of the College. A summary of assets, liabilities, revenues, expenses and capital additions of the endowment corporation for the 19XX calendar year is shown below:

Assets	<u>\$1,450,573</u>	
Liabilities	<u>\$ 184,642</u>	
Revenues	<u>\$2,057,087</u>	
Expenses	<u>\$1,461,367</u>	
Capital Additions	<u>\$ 103,331</u>	"

20. NONMONETARY TRANSACTIONS

(References: CT-N35.120)

(If material nonmonetary transactions occurred during the fiscal year, such as fee waivers or receipt of in-kind services, disclosure of the nature of the transactions and the dollar amounts of transactions recorded during the fiscal year should be disclosed.)

Sample Note:

"During fiscal year 19XX-XX, instructional services valued at \$XX,XXX, based on the value of student fees waived, were provided to inmates of the _____ Correctional Institution in exchange for office and maintenance personnel services from the correctional institution. Accordingly, student fee revenue and personnel expenditures were recorded in an amount equal to the value of student fees exchanged for services.

"Student fees are waived for employees, employee dependents, and senior citizens. Student fee waivers in fiscal year 19XX-XX totaled \$XX,XXX.XX.

"The total amount waived is included in reported student fee revenue and in the appropriate expenditure categories."

21. LITIGATION

(References: CT-C59.108/112; CT-C59.139/145; CT-C59.121e. and f.)

(All material contingencies should be disclosed but, because litigation is so common, it should be presented in a separate note. Usually others can be presented under a note titled "Other Loss Contingencies.")

Sample Note:

"The Board is presently a defendant in a pending legal action. In this action the plaintiff claims damages against the Board in an unspecified amount in excess of \$5,000, exclusive of interest and costs. The amount of potential loss to the Board if it should not prevail in this litigation cannot reasonably be determined. However, the Board's attorney believes that any judgment which might be rendered against the Board would be covered by insurance.

"The Board has filed suit against several architects and general contractors to recover damages for the negligent design and/or installation of the underground utility system at the college's main campus. The amount, if any, which may be recovered by the Board if it should receive a damage award cannot reasonably be determined."

22. SUBSEQUENT EVENTS

(References: None)

(Disclosure is required of any significant events directly affecting the Board between the balance sheet date and the date the financial statements are issued. Describe the nature of any significant subsequent events, e.g., the issuance of debt, approval of major construction or purchases, or casualty losses.)

State Board of Community Colleges
Bureau of Financial and Business Services

MANAGEMENT INFORMATION SYSTEM
FINANCIAL INPUT FORMS

General Instructions

State Board of Education Rules require that financial records and accounts of each community college shall be kept in accordance with the Accounting Manual. The major purpose of this requirement is to provide uniformity in terminology and classifications, so that there would be comparability among the colleges with respect to financial reporting. It is recognized that it is neither necessary nor desirable that the organizational structures be identical at all the colleges; however, there is a need to uniformly report financial activities, so that the information is meaningful and comparable. For this reason, a copy of the attached financial form is to be submitted with your financial reports when submitted to the State Board of Community Colleges, Bureau of Financial and Business Services.

The input forms will be used to enter the actual Revenues and expenditures as follows:

1. Annual Financial Report

- a. Revenue - Actual from Schedule 8 of the AFR
- b. Expenditures - Actual from Schedule 8 of the AFR
- c. Functions -

- 1. Current Fund - Unrestricted - Actual from Schedule 1 of the AFR
- 2. Current Fund - Restricted - Actual from Schedule 1 of the AFR

Each category of expenditures in all schedules and exhibits must agree to the exact dollar amount. For example, totals for Salaries, Current Expense and Capital Outlay of schedule 1, agree with totals for Salaries, Current Expense and Capital Outlay on schedule 8. These instructions apply to the Current Fund - Unrestricted (Fund 1) and to the Current Fund - Restricted (Fund 2). All other information required by the Division of Community Colleges will be obtained by staff personnel, from the financial reports. These reports should be rounded to the nearest dollar.

Fund - Unrestricted (Fund 1) and to the Current Fund - Restricted (Fund 2). All other information required by the Division of Community Colleges will be obtained by staff personnel, from the financial reports. These reports should be rounded to the nearest dollar.

Revenues and expenditures that are specifically identified do not require any special instructions. However, there are some that are grouped by General Ledger Control accounts and these will require you to summarize receipts or expenditures accordingly. Revenue or expenditure codes of a local nature will require individual judgement as to where they should be included. If you think an explanation is required for clarification, attach a letter with the report.

Remember, everything must be included and totals must agree by FUND and by CATEGORY with the accompanying financial reports. Minor differences are allowable due to rounding used on the input form.

Due to the change in reporting requirements by the State Board of Community Colleges, caused by new appropriations and/or changes in program reporting which are the result of legislative action, the financial input forms will be mailed to the colleges as updated and be available for the next following report.

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 1 - Function Report - General Current Fund (AFR)
☐ Exhibit E - Function Report - General Current Fund (Annual Budget)
☐ Current Budget-Function Report-General Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
1.0	<u>Instruction</u>		
	Salaries	80	
	Current Expense	81	
	Capital Outlay	82	
2.0	<u>Research</u>		
	Salaries	83	
	Current Expense	84	
	Capital Outlay	85	
3.0	<u>Public Service</u>		
	Salaries	86	
	Current Expense	87	
	Capital Outlay	88	
4.0	<u>Academic Support</u>		
	Salaries	89	
	Current Expense	90	
	Capital Outlay	91	
5.0	<u>Student Support</u>		
	Salaries	92	
	Current Expense	93	
	Capital Outlay	94	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 1 - Function Report - General Current Fund (AFR)
☐ Exhibit E - Function Report - General Current Fund (Annual Budget)
☐ Current Budget-Function Report-General Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
6.0	<u>Institutional Support</u>		
	Salaries	95	
	Current Expense	96	
	Capital Outlay	97	
7.0	<u>Plant Operation & Maintenance</u>		
	Salaries	98	
	Current Expense	99	
	Capital Outlay	100	
8.0	<u>Student Aid</u>		
	Salaries	101	
	Current Expense	102	
	Capital Outlay	103	
9.0	<u>Transfers, Contingency, etc.</u>		
	Salaries	104	
	Current Expense	105	
	Capital Outlay	106	
TOTAL:	Salaries		
	Current Expense		
	Capital Outlay		

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 1 - Function Report - Restricted Current Fund (AFR)
☐ Exhibit F - Function Report - Restricted Current Fund (Annual Budget)
☐ Current Budget-Function Report-Restricted Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
1.0 <u>Instruction</u>			
	Salaries	107	
	Current Expense	108	
	Capital Outlay	109	
2.0 <u>Research</u>			
	Salaries	110	
	Current Expense	111	
	Capital Outlay	112	
3.0 <u>Public Service</u>			
	Salaries	113	
	Current Expense	114	
	Capital Outlay	115	
4.0 <u>Academic Support</u>			
	Salaries	116	
	Current Expense	117	
	Capital Outlay	118	
5.0 <u>Student Support</u>			
	Salaries	119	
	Current Expense	120	
	Capital Outlay	121	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 1 - Function Report - Restricted Current Fund (AFR)
☐ Exhibit F - Function Report - Restricted Current Fund (Annual Budget)
☐ Current Budget-Function Report-Restricted Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
6.0	<u>Institutional Support</u>		
	Salaries	122	
	Current Expense	123	
	Capital Outlay	124	
7.0	<u>Plant Operation & Maintenance</u>		
	Salaries	125	
	Current Expense	126	
	Capital Outlay	127	
8.0	<u>Student Aid</u>		
	Salaries	128	
	Current Expense	129	
	Capital Outlay	130	
9.0	<u>Transfers, Contingency, etc.</u>		
	Salaries	131	
	Current Expense	132	
	Capital Outlay	133	
TOTAL:	Salaries		
	Current Expense		
	Capital Outlay		

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 8 - Revenue - General Current Fund (AFR)
☐ Exhibit C - Revenue - General Current Fund (Annual Budget)
☐ Current Budget-Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
Matriculation - Advanced & Professional	40110	134	
Matriculation - Postsecondary Vocational	40120	135	
Matriculation - Postsecondary Adult Vocational	40130	136	
Matriculation - Supplementary Vocational	40140	137	
Matriculation - College Preparatory	40150	138	
Matriculation - Citizenship	40160	139	
Matriculation - Avocational & Recreational	40170	140	
Matriculation - Vocational Preparatory	40180	353	
Matriculation - Adult Basic & Secondary	40190	354	
Tuition - Advanced & Professional	40310	141	
Tuition - Postsecondary Vocational	40320	142	
Tuition - Postsecondary Adult Vocational	40330	143	
Tuition - Supplementary Vocational	40340	144	
Tuition - College Preparatory	40350	145	
Tuition - Vocational Preparatory	40360	355	
Tuition - Adult Basic & Secondary	40370	356	
Laboratory Fees	40400	146	
Application Fees	40500	147	
Graduation Fees	40600	148	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 8 - Revenue - General Current Fund (AFR)
☐ Exhibit C - Revenue - General Current Fund (Annual Budget)
☐ Current Budget-Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Transcripts</u>	40700	149	
<u>Student Activity Fund Fees</u>	40850	150	
<u>Other Student Fees</u>	40900	151	
<u>Sub-Total Student Fees</u>	40100	152	
<u>Grants & Contracts with Cities</u>	41500	153	
<u>Grants & Contracts with Counties</u>	41600	154	
<u>Indirect Cost Recovered - City and County</u>	41900	155	
<u>Sub-Total Support from Local Government</u>	41000	156	
<u>Community College Program Fund</u>	42110	157	
<u>Special State Approp. Library Books</u>	42120	158	
<u>Special State Approp. CLAST/Gordon</u>	42130	159	
<u>Special State Approp. Instructional Equipment</u>	42140	357	
<u>License Tag Fees</u>	42210	160	
<u>Future State Approp. - Comp. Absence</u>	42400	161	
<u>Grants & Contracts from State</u>	42500	162	
<u>Lottery - Community College Program Fund</u>	42610	360	
<u>Lottery - Library Books</u>	42620	361	
<u>Lottery - Instructional Equipment</u>	42640	362	
<u>Lottery - Deferred Maintenance</u>	42650	363	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 8 - Revenue - General Current Fund (AFR)
☐ Exhibit C - Revenue - General Current Fund (Annual Budget)
☐ Current Budget - Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Community Instruction Service</u>	42800	163	
<u>Indirect Cost Recovered - State</u>	42900	164	
<u>Sub-Total State Support</u>	42000	165	
<u>Grants & Contracts Fed. Govern.</u>	43500	166	
<u>Indirect Costs Recovered (Federal)</u>	43900	167	
<u>Sub-Total Federal Support</u>	43000	168	
<u>Gifts - Individuals</u>	44100	169	
<u>Gifts - Charitable Organizations</u>	44200	170	
<u>Gifts - Business and Industry</u>	44300	171	
<u>Private Grants & Contracts</u>	44400	172	
<u>Indirect Costs Recovered - Private Sources</u>	44900	173	
<u>Sub-Total Gifts, Private Grants and Contracts</u>	44000	174	
<u>Housing Fees</u>	46000	175	
<u>Commissions</u>	46200	176	
<u>Use of College Facilities</u>	46400	177	
<u>Other Sales and Services</u>	46600	178	
<u>Interdepartmental Sales</u>	46900	179	
<u>Sub-Total Sales and Svcs. - Svcs. Dept.</u>	46999	180	
<u>Sub-Total Endowment Income</u>	47000	181	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 8 - Revenue - General Current Fund (AFR)
☐ Exhibit C - Revenue - General Current Fund (Annual Budget)
☐ Current Budget - Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Interest and Dividends</u>	48100	182	
<u>Gain or Loss on Investments</u>	48200	183	
<u>Fines and Penalties</u>	48700	184	
<u>Other Miscellaneous Revenues</u>	48900	185	
<u>Sub-Total Other Revenues</u>	48000	186	
<u>Transfers In - Mandatory</u>	49100	187	
<u>Transfers In - Non-Mandatory</u>	49200	188	
<u>Proceeds - Sale of Fixed Assets</u>	49500	189	
<u>Prior Year Corrections</u>	49600	190	
<u>Loan Principal and Interest Cancellation Reimb.</u>	49700	191	
<u>Cash Over and Short</u>	49900	192	
<u>Sub-Total - Non-Revenue Receipts</u>	49000	193	
<u>Grand-Total Revenues</u>	40000	194	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

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☐ Exhibit C - Revenue - Restricted Current Fund (Annual Budget)
☐ Current Budget - Revenue - Restricted Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Sub-Total Student' Fees</u>	40100	195	
<u>Grants and Contracts from Cities</u>	41500	196	
<u>Grants and Contracts from Counties</u>	41600	197	
<u>Sub-Total Local Government Support</u>	41000	198	
<u>Sub-Total Grants and Contracts from State</u>	42000	199	
<u>Grants and Contracts from Federal Government</u>	43500	200	
<u>Indirect Cost Recovered - (Federal)</u>	43900	201	
<u>Sub-Total Federal Support</u>	43000	202	
<u>Gifts and Private Grants and Contracts</u>	44000	203	
<u>Sales and Services</u>	46000	204	
<u>Endowment Income</u>	47000	205	
<u>Other Miscellaneous Revenues</u>	48000	206	
<u>Sub-Total - Other Revenues</u>	48999	207	
<u>Non-Revenue Receipts - Other</u>	49999	208	
<u>Transfers In</u>	49100	209	
<u>Sub-Total - Non-Revenue</u>	49000	210	
<u>Grand-Total Revenues</u>	40000	211	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Personnel Costs</u>			
<u>Executive, Adm., Managerial Salaries</u>	51000	212	
<u>Instructional Salaries</u>	52000	213	
<u>Other Professional Salaries</u>	53000	214	
<u>Technical, Clerical, Trade Salaries</u>	54000	215	
<u>OPS - Executive, Administrative, Managerial</u>	55000	216	
<u>OPS - Instructional</u>	56000	217	
<u>OPS - Tech., Clerical, Trade</u>	57000	218	
<u>Student Employment</u>	58000	219	
<u>Social Security Contribution</u>	59100	220	
<u>Medicare Soc. Sec. Contribution - Part-Time</u>	59101	358	
<u>State Retirement Contribution</u>	59200	221	
<u>Accrued Leave (Compensated Absences)</u>	59300	222	
<u>Insurance Contribution</u>	59700	223	
<u>Tuition Waiver</u>	59800	224	
<u>Miscellaneous Benefits (59401-59699)</u>	59099	225	
<u>Contingency</u>	59900	226	
<u>Total Personnel Cost</u>	50000	227	
<u>Current Expenses</u>			
<u>Travel</u>	60500	228	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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☐ Current Budget - Expenditures - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Freight, Postage, Telephone</u>	61000	229	
<u>Printing</u>	62000	230	
<u>Repairs and Maintenance</u>	62500	231	
<u>Rentals</u>	63000	232	
<u>Insurance</u>	63500	233	
<u>Other Utilities*</u>	64000	234	
<u>Heating Fuels</u>	64001	235	
<u>Water & Sewer</u>	64002	236	
<u>Electricity</u>	64003	237	
<u>Garbage Collection</u>	64004	238	
<u>Fuel, Vehicular</u>	64005	239	
<u>Other Services</u>	64500	240	
<u>Professional Fees</u>	65000	241	
<u>Educational & Office Mat. & Sup.</u>	65500	242	
<u>Maintenance & Constr. Mat. & Sup.</u>	66000	243	
<u>Other Materials & Supplies</u>	66500	244	
<u>Subscriptions & Periodicals</u>	67000	245	
<u>Purchases for Resale</u>	67500	246	

*Note: Include all utilities you do not separately identify on this line.

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
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ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Scholarships and Waivers</u>	68000	247	
<u>Interest on Debt</u>	68500	248	
<u>Payments on Debt Principal</u>	69000	249	
<u>Transfers Out (69110-69280)</u>	69129	250	
<u>Other Current Expense</u>	69500	251	
<u>Unemployment Compensation</u>	69503	252	
<u>Contingency</u>	69900	253	
<u>Total Current Expenses</u>	60000	254	
<u>Capital Outlay</u>			
<u>Minor Equipment</u>	70500	255	
<u>Furniture & Equipment</u>	71000	256	
<u>Data Software</u>	72000	257	
<u>Library Books & Films</u>	73000	258	
<u>Building & Fixed Equip.</u>	75000	259	
<u>Non-Capitalized Repairs and Maintenance</u>	76000	260	
<u>Land</u>	77000	261	
<u>Other Structure & Improvements</u>	79000	262	
<u>Contingency</u>	79900	263	
<u>Total Capital Outlay</u>	70000	264	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Personnel Costs</u>			
<u>Executive, Adm., Managerial Salaries</u>	51000	265	
<u>Instructional Salaries</u>	52000	266	
<u>Other Professional Salaries</u>	53000	267	
<u>Technical, Clerical, Trade Salaries</u>	54000	268	
<u>OPS - Executive, Administrative, Managerial</u>	55000	269	
<u>OPS - Instructional</u>	56000	270	
<u>OPS - Tech., Clerical, Trade</u>	57000	271	
<u>Student Employment</u>	58000	272	
<u>Social Security Contribution</u>	59100	273	
<u>State Retirement Contribution</u>	59200	274	
<u>Insurance Contribution</u>	59700	275	
<u>Tuition Waivers</u>	59800	276	
<u>Miscellaneous Benefits (59401-59699)</u>	59099	277	
<u>Total Personnel Cost</u>	50000	278	
<u>Current Expenses</u>			
<u>Travel</u>	60500	279	
<u>Freight, Postage, Telephone</u>	61000	280	
<u>Printing</u>	62000	281	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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☐ Current Budget - Expenditures - Restricted Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Repairs and Maintenance</u>	62500	282	
<u>Rentals</u>	63000	283	
<u>Insurance</u>	63500	284	
<u>Utilities</u>	64000	285	
<u>Other Services</u>	64500	286	
<u>Professional Fees</u>	65000	287	
<u>Educational & Office Mat. & Sup.</u>	65500	288	
<u>Maintenance & Constr. Mat. & Sup.</u>	66000	289	
<u>Other Materials & Supplies</u>	66500	290	
<u>Subscriptions & Periodicals</u>	67000	291	
<u>Purchases for Resale</u>	67500	292	
<u>Scholarships and Waivers</u>	68000	293	
<u>Interest on Debt</u>	68500	294	
<u>Payments on Debt Principal</u>	69000	295	
<u>Other Current Expenses</u>	69500	296	
<u>Total Current Expenses</u>	60000	297	
<u>Capital Outlay</u>			
<u>Minor Equipment</u>	70500	298	
<u>Furniture & Equipment</u>	71000	299	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

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ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Data Software</u>	72000	300	
<u>Library Books & Films</u>	73000	301	
<u>Building & Fixed Equipment</u>	75000	302	
<u>Non-Capitalized Repairs and Maintenance</u>	76000	303	
<u>Land</u>	77000	304	
<u>Other Structures & Improvements</u>	79000	305	
<u>Total Capital Outlay</u>	70000	306	

SECTION 5

QUARTERLY FINANCIAL REPORTS

These reports provide an interim status statement of the financial condition of the college by providing up-to-date accounting information. The following reports are used for this purpose:

1. Quarterly Statement of Trial Balance - This report shows the quarterly status of each general ledger account.
2. Quarterly Statement of Budgeted and Actual Revenues - This report provides current budget estimate and the actual revenue recorded year-to-date for each revenue account. These data are collected for the following funds: Current - Unrestricted, Current - Restricted and Unexpended Plant and Renewals/Replacement.
3. Quarterly Statement of Budgeted and Actual Expenditures - This report provides current budget estimate and the actual expenditures year-to-date for each expenditure account. These data are collected for the same three funds as the revenues.
4. Quarterly Report of Expenditures Budgeted by Function - This is a report submitted quarterly which shows the current budget status for expenditures by function in summary form (Current-Unrestricted and Restricted Funds only).
5. Management Information Systems financial input form.

The above reports are not required for the fourth quarter of any fiscal year since the required data is contained in the Annual Financial Report.

SAMPLE FORMAT

COLLEGE
TRIAL BALANCE

DATE

NAME OF FUND

G.L. Code	Account Name	Balance 7-1-	YEAR-TO-DATE		Balance (Current Date)
			Debits	Credits	
10100	Cash in Bank	\$ 60,000.00	\$ 705,000.00	\$ 458,800.00	\$ 306,200.00
12200	Petty Cash	1,000.00			1,000.00
13000	Accounts Receivable	10,000.00		10,000.00	
16200	Investments	20,000.00	5,000.00		25,000.00
18000	Due from Other Funds	25,000.00			25,000.00
22500	Accounts Payable	4,000.00 CR	4,000.00		
28000	Due to Other Funds			4,000.00	4,000.00 CR
30100	Funds Restricted for				
	Encumbrances	12,000.00 CR	456,000.00	765,000.00	321,000.00 CR
31100	Fund Balance-College	100,000.00 CR		12,000.00	112,000.00 CR
34000	Budgeted Revenues	1,000,000.00			1,000,000.00
35000	Budgeted Salaries	700,000.00 CR			700,000.00 CR
35100	Encumbrances - Salaries		650,000.00	340,000.00	310,000.00
36000	Budgeted Current Expenses	250,000.00 CR			250,000.00 CR
36100	Encumbrances - Current				
	Expenses		100,000.00	95,000.00	5,000.00
37000	Budgeted Capital Outlay	60,000.00			60,000.00 CR
37100	Encumbrances - Capital				
	Outlay		27,000.00	21,000.00	6,000.00
38000	Budgeted Fund Balance Changes	10,000.00			10,000.00
40000	Revenues		5,000.00	700,000.00	695,000.00 CR
50000	Salary Expenditures		340,000.00		340,000.00
60000	Current Expense Expenditures		93,500.00	500.00	93,000.00
70000	Capital Outlay Expenditures		20,800.00		20,800.00
		\$	\$2,406,300.00	\$2,406,300.00	\$

SAMPLE FORMAT

_____ COLLEGE
STATEMENT OF BUDGETED AND ACTUAL REVENUES
FROM JULY 1, 19____ THROUGH _____, 19____

	Current Fund - Unrestricted		Current Fund Restricted		Unexpended Plant Fund	
	Revenue Year-to-Date	Current Budget	Revenue Year-to-Date	Current Budget	Revenue Year-to-Date	Current Budget
40100 In-State Matriculation	\$	\$	\$	\$	\$	\$
40300 Out-of-State Matriculation and Tuition						
40400 Laboratory Fees						
40900 Other Student Fees						
42100 College Program Fund						
42200 License Tag Fee Allocation						
42300 Gross Utility Tax & PECO						
43500 From Health, Education and Welfare						
48100 Interest and Dividends						
49100 Transfers, Mandatory						
TOTAL REVENUE	\$	\$	\$	\$	\$	\$

COLLEGE

STATEMENT OF BUDGETED AND ACTUAL EXPENDITURES
FROM JULY 1, 19__ THROUGH ____, 19__

	<u>Current Fund - Unrestricted</u>		<u>Current Fund Restricted</u>		<u>Unexpended Plant Fund</u>	
	<u>Expended Year-to-Date</u>	<u>Current Budget</u>	<u>Expended Year-to-Date</u>	<u>Current Budget</u>	<u>Expended Year-to-Date</u>	<u>Current Budget</u>
<u>SALARIES</u>						
51000 Executive, Admin., Managerial	\$	\$	\$	\$	\$	\$
54000 Tech., Clerical, Trade & Service						
58000 Student Employment, Etc.	\$	\$	\$	\$	\$	\$
Total Salaries						
<u>CURRENT EXPENSE</u>						
60500 Travel	\$	\$	\$	\$	\$	\$
61000 Freight & Postage						
61500 Telephone & Telegraph						
62000 Printing						
62500 Repairs & Maintenance						
63000 Rentals						
63500 Insurance						
64000 Utilities, etc.						
Total Current Expense	\$	\$	\$	\$	\$	\$
<u>CAPITAL OUTLAY</u>						
71000 Furniture & Equipment	\$	\$	\$	\$	\$	\$
73000 Library Books & Film						
75000 Buildings & Fixed Equipment						
79000 Other Structures & Improvements						
Total Capital Outlay	\$	\$	\$	\$	\$	\$
TOTAL - ALL EXPENDITURES	\$	\$	\$	\$	\$	\$

SAMPLE FORMAT

_____ COLLEGE
 SUMMARY OF BUDGETED EXPENDITURES BY FUNCTION
 CURRENT FUND _____

FUNCTION	PERSONNEL	CURRENT EXPENSE	CAPITAL OUTLAY	TOTAL
INSTRUCTION				
RESEARCH				
PUBLIC SERVICE				
ACADEMIC SUPPORT				
STUDENT SERVICES				
INSTITUTIONAL SUPPORT				
PLANT OPERATION & MAINTENANCE				
STUDENT AID				
CONTINGENCY, TRANS., ETC.				
TOTAL				

State Board of Community Colleges
Bureau of Financial and Business Services

MANAGEMENT INFORMATION SYSTEM
FINANCIAL INPUT FORMS

General Instructions

State Board of Education Rules require that financial records and accounts of each community college shall be kept in accordance with the Accounting Manual. The major purpose of this requirement is to provide uniformity in terminology and classifications, so that there would be comparability among the colleges with respect to financial reporting. It is recognized that it is neither necessary nor desirable that the organizational structures be identical at all the colleges; however, there is a need to uniformly report financial activities, so that the information is meaningful and comparable. For this reason, a copy of the attached financial form is to be submitted with your financial reports when submitted to the State Board of Community Colleges, Bureau of Financial and Business Services.

The input forms will be used to enter the actual revenues and expenditures as follows:

1. Annual Financial Report

- a. Revenue - Actual from Schedule 8 of the AFR
- b. Expenditures - Actual from Schedule 8 of the AFR
- c. Functions -

- 1. Current Fund - Unrestricted - Actual from Schedule 1 of the AFR
- 2. Current Fund - Restricted - Actual from Schedule 1 of the AFR

Each category of expenditures in all schedules and exhibits must agree to the exact dollar amount. For example, totals for Salaries, Current Expense and Capital Outlay of Schedule 1, agree with totals for Salaries, Current Expense and Capital Outlay on Schedule 8. These instructions apply to the Current Fund - Unrestricted (Fund 1) and to the Current Fund - Restricted (Fund 2). All other information required by the Division of Community Colleges will be obtained by staff personnel, from the financial reports. These reports should be rounded to the nearest dollar.

Revenues and expenditures that are specifically identified do not require any special instructions. However, there are some that are grouped by General Ledger Control accounts and these will require you to summarize receipts or expenditures accordingly. Revenue or expenditure codes of a local nature will require individual judgement as to where they should be included. If you think an explanation is required for clarification, attach a letter with the report.

Remember, everything must be included and totals must agree by FUND and by CATEGORY with the accompanying financial reports. Minor differences are allowable due to rounding used on the input form.

Due to the change in reporting requirements by the State Board of Community Colleges, caused by new appropriations and/or changes in program reporting which are the result of legislative action, the financial input forms will be mailed to the colleges as updated, and be available for the next following report.

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

Check one:

- ☐ Schedule 1 - Function Report - General Current Fund (AFR)
☐ Exhibit E - Function Report - General Current Fund (Annual Budget)
☐ Current Budget-Function Report-General Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
1.0	<u>Instruction</u>		
	Salaries	80	
	Current Expense	81	
	Capital Outlay	82	
2.0	<u>Research</u>		
	Salaries	83	
	Current Expense	84	
	Capital Outlay	85	
3.0	<u>Public Service</u>		
	Salaries	86	
	Current Expense	87	
	Capital Outlay	88	
4.0	<u>Academic Support</u>		
	Salaries	89	
	Current Expense	90	
	Capital Outlay	91	
5.0	<u>Student Support</u>		
	Salaries	92	
	Current Expense	93	
	Capital Outlay	94	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
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☐ Current Budget-Function Report-General Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
6.0	<u>Institutional Support</u>		
	Salaries	95	
	Current Expense	96	
	Capital Outlay	97	
7.0	<u>Plant Operation & Maintenance</u>		
	Salaries	98	
	Current Expense	99	
	Capital Outlay	100	
8.0	<u>Student Aid</u>		
	Salaries	101	
	Current Expense	102	
	Capital Outlay	103	
9.0	<u>Transfers, Contingency, etc.</u>		
	Salaries	104	
	Current Expense	105	
	Capital Outlay	106	
TOTAL:	Salaries		
	Current Expense		
	Capital Outlay		

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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- ☐ Schedule 1 - Function Report - Restricted Current Fund (AFR)
☐ Exhibit F - Function Report - Restricted Current Fund (Annual Budget)
☐ Current Budget-Function Report-Restricted Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
1.0	<u>Instruction</u>		
	Salaries	107	
	Current Expense	108	
	Capital Outlay	109	
2.0	<u>Research</u>		
	Salaries	110	
	Current Expense	111	
	Capital Outlay	112	
3.0	<u>Public Service</u>		
	Salaries	113	
	Current Expense	114	
	Capital Outlay	115	
4.0	<u>Academic Support</u>		
	Salaries	116	
	Current Expense	117	
	Capital Outlay	118	
5.0	<u>Student Support</u>		
	Salaries	119	
	Current Expense	120	
	Capital Outlay	121	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

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☐ Current Budget-Function Report-Restricted Current Fund (Qtrly. Rpt.)

FUNCTION	ACCOUNT TITLE	ITEM #	AMOUNT
6.0	<u>Institutional Support</u>		
	Salaries	122	
	Current Expense	123	
	Capital Outlay	124	
7.0	<u>Plant Operation & Maintenance</u>		
	Salaries	125	
	Current Expense	126	
	Capital Outlay	127	
8.0	<u>Student Aid</u>		
	Salaries	128	
	Current Expense	129	
	Capital Outlay	130	
9.0	<u>Transfers, Contingency, etc.</u>		
	Salaries	131	
	Current Expense	132	
	Capital Outlay	133	
TOTAL:	Salaries		
	Current Expense		
	Capital Outlay		

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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☐ Current Budget-Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
Matriculation - Advanced & Professional	40110	134	
Matriculation - Postsecondary Vocational	40120	135	
Matriculation - Postsecondary Adult Vocational	40130	136	
Matriculation - Supplementary Vocational	40140	137	
Matriculation - College Preparatory	40150	138	
Matriculation - Citizenship	40160	139	
Matriculation - Avocational & Recreational	40170	140	
Matriculation - Vocational Preparatory	40180	353	
Matriculation - Adult Basic & Secondary	40190	354	
Tuition - Advanced & Professional	40310	141	
Tuition - Postsecondary Vocational	40320	142	
Tuition - Postsecondary Adult Vocational	40330	143	
Tuition - Supplementary Vocational	40340	144	
Tuition - College Preparatory	40350	145	
Tuition - Vocational Preparatory	40360	355	
Tuition - Adult Basic & Secondary	40370	356	
Laboratory Fees	40400	146	
Application Fees	40500	147	
Graduation Fees	40600	148	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
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☐ Current Budget-Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Transcripts</u>	40700	149	
<u>Student Activity Fund Fees</u>	40850	150	
<u>Other Student Fees</u>	40900	151	
<u>Sub-Total Student Fees</u>	40100	152	
<u>Grants & Contracts with Cities</u>	41500	153	
<u>Grants & Contracts with Counties</u>	41600	154	
<u>Indirect Cost Recovered - City and County</u>	41900	155	
<u>Sub-Total Support from Local Government</u>	41000	156	
<u>Community College Program Fund</u>	42110	157	
<u>Special State Approp. Library Books</u>	42120	158	
<u>Special State Approp. CLAST/Gordon</u>	42130	159	
<u>Special State Approp. Instructional Equipment</u>	42140	357	
<u>License Tag Fees</u>	42210	160	
<u>Future State Approp. - Comp. Absence</u>	42400	161	
<u>Grants & Contracts from State</u>	42500	162	
<u>Lottery - Community College Program Fund</u>	42610	360	
<u>Lottery - Library Books</u>	42620	361	
<u>Lottery - Instructional Equipment</u>	42640	362	
<u>Lottery - Deferred Maintenance</u>	42650	363	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
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☐ Current Budget - Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Community Instruction Service</u>	42800	163	
<u>Indirect Cost Recovered - State</u>	42900	164	
<u>Sub-Total State Support</u>	42000	165	
<u>Grants & Contracts Fed. Govern.</u>	43500	166	
<u>Indirect Costs Recovered (Federal)</u>	43900	167	
<u>Sub-Total Federal Support</u>	43000	168	
<u>Gifts - Individuals</u>	44100	169	
<u>Gifts - Charitable Organizations</u>	44200	170	
<u>Gifts - Business and Industry</u>	44300	171	
<u>Private Grants & Contracts</u>	44400	172	
<u>Indirect Costs Recovered - Private Sources</u>	44900	173	
<u>Sub-Total Gifts, Private Grants and Contracts</u>	44000	174	
<u>Housing Fees</u>	46000	175	
<u>Commissions</u>	46200	176	
<u>Use of College Facilities</u>	46400	177	
<u>Other Sales and Services</u>	46600	178	
<u>Interdepartmental Sales</u>	46900	179	
<u>Sub-Total Sales and Svcs. - Svcs. Dept.</u>	46999	180	
<u>Sub-Total Endowment Income</u>	47000	181	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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☐ Current Budget - Revenue - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Interest and Dividends</u>	48100	182	
<u>Gain or Loss on Investments</u>	48200	183	
<u>Fines and Penalties</u>	48700	184	
<u>Other Miscellaneous Revenues</u>	48900	185	
<u>Sub-Total Other Revenues</u>	48000	186	
<u>Transfers In - Mandatory</u>	49100	187	
<u>Transfers In - Non-Mandatory</u>	49200	188	
<u>Proceeds - Sale of Fixed Assets</u>	49500	189	
<u>Prior Year Corrections</u>	49600	190	
<u>Loan Principal and Interest Cancellation Reimb.</u>	49700	191	
<u>Cash Over and Short</u>	49900	192	
<u>Sub-Total - Non-Revenue Receipts</u>	49000	193	
<u>Grand-Total Revenues</u>	40000	194	

DIVISION OF COMMUNITY COLLEGES
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MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

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☐ Current Budget - Restricted Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Sub-Total Student Fees</u>	40100	195	
<u>Grants and Contracts from Cities</u>	41500	196	
<u>Grants and Contracts from Counties</u>	41600	197	
<u>Sub-Total Local Government Support</u>	41000	198	
<u>Sub-Total Grants and Contracts from State</u>	42000	199	
<u>Grants and Contracts from Federal Government</u>	43500	200	
<u>Indirect Cost Recovered - (Federal)</u>	43900	201	
<u>Sub-Total Federal Support</u>	43000	202	
<u>Gifts and Private Grants and Contracts</u>	44000	203	
<u>Sales and Services</u>	46000	204	
<u>Endowment Income</u>	47000	205	
<u>Other Miscellaneous Revenues</u>	48000	206	
<u>Sub-Total - Other Revenues</u>	48999	207	
<u>Non-Revenue Receipts - Other</u>	49999	208	
<u>Transfers In</u>	49100	209	
<u>Sub-Total - Non-Revenue</u>	49000	210	
<u>Grand-Total Revenues</u>	40000	211	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

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ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Personnel Costs</u>			
<u>Executive, Adm., Managerial Salaries</u>	51000	212	
<u>Instructional Salaries</u>	52000	213	
<u>Other Professional Salaries</u>	53000	214	
<u>Technical, Clerical, Trade Salaries</u>	54000	215	
<u>OPS - Executive, Administrative, Managerial</u>	55000	216	
<u>OPS - Instructional</u>	56000	217	
<u>OPS - Tech., Clerical, Trade</u>	57000	218	
<u>Student Employment</u>	58000	219	
<u>Social Security Contribution</u>	59100	220	
<u>Medicare Soc. Sec. Contribution - Part-Time</u>	59101	358	
<u>State Retirement Contribution</u>	59200	221	
<u>Accrued Leave (Compensated Absences)</u>	59300	222	
<u>Insurance Contribution</u>	59700	223	
<u>Tuition Waiver</u>	59800	224	
<u>Miscellaneous Benefits (59401-59699)</u>	59099	225	
<u>Contingency</u>	59900	226	
<u>Total Personnel Cost</u>	50000	227	
<u>Current Expenses</u>			
<u>Travel</u>	60500	228	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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☐ Current Budget - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Freight, Postage, Telephone</u>	61000	229	
<u>Printing</u>	62000	230	
<u>Repairs and Maintenance</u>	62500	231	
<u>Rentals</u>	63000	232	
<u>Insurance</u>	63500	233	
<u>Other Utilities*</u>	64000	234	
<u>Heating Fuels</u>	64001	235	
<u>Water & Sewer</u>	64002	236	
<u>Electricity</u>	64003	237	
<u>Garbage Collection</u>	64004	238	
<u>Fuel, Vehicular</u>	64005	239	
<u>Other Services</u>	64500	240	
<u>Professional Fees</u>	65000	241	
<u>Educational & Office Mat. & Sup.</u>	65500	242	
<u>Maintenance & Constr. Mat. & Sup.</u>	66000	243	
<u>Other Materials & Supplies</u>	66500	244	
<u>Subscriptions & Periodicals</u>	67000	245	
<u>Purchases for Resale</u>	67500	246	

*Note: Include all utilities you do not separately identify on this line.

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

(College Name)

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___ Current Budget - General Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Scholarships and Waivers</u>	68000	247	
<u>Interest on Debt</u>	68500	248	
<u>Payments on Debt Principal</u>	69000	249	
<u>Transfers Out (69110-69280)</u>	69129	250	
<u>Other Current Expense</u>	69500	251	
<u>Unemployment Compensation</u>	69503	252	
<u>Contingency</u>	69900	253	
<u>Total Current Expenses</u>	60000	254	
<u>Capital Outlay</u>			
<u>Minor Equipment</u>	70500	255	
<u>Furniture & Equipment</u>	71000	256	
<u>Data Software</u>	72000	257	
<u>Library Books & Films</u>	73000	258	
<u>Building & Fixed Equip.</u>	75000	259	
<u>Non-Capitalized Repairs and Maintenance</u>	76000	260	
<u>Land</u>	77000	261	
<u>Other Structure & Improvements</u>	79000	262	
<u>Contingency</u>	79900	263	
<u>Total Capital Outlay</u>	70000	264	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

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☐ Current Budget - Restricted Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Personnel Costs</u>			
<u>Executive, Adm., Managerial Salaries</u>	51000	265	
<u>Instructional Salaries</u>	52000	266	
<u>Other Professional Salaries</u>	53000	267	
<u>Technical, Clerical, Trade Salaries</u>	54000	268	
<u>OPS - Executive, Administrative, Managerial</u>	55000	269	
<u>OPS - Instructional</u>	56000	270	
<u>OPS - Tech., Clerical, Trade</u>	57000	271	
<u>Student Employment</u>	58000	272	
<u>Social Security Contribution</u>	59100	273	
<u>State Retirement Contribution</u>	59200	274	
<u>Insurance Contribution</u>	59700	275	
<u>Tuition Waivers</u>	59800	276	
<u>Miscellaneous Benefits (59401-59699)</u>	59099	277	
<u>Total Personnel Cost</u>	50000	278	
<u>Current Expenses</u>			
<u>Travel</u>	60500	279	
<u>Freight, Postage, Telephone</u>	61000	280	
<u>Printing</u>	62000	281	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

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☐ Current Budget - Restricted Current Fund (Qtrly. Rpt.)

ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Repairs and Maintenance</u>	62500	282	
<u>Rentals</u>	63000	283	
<u>Insurance</u>	63500	284	
<u>Utilities</u>	64000	285	
<u>Other Services</u>	64500	286	
<u>Professional Fees</u>	65000	287	
<u>Educational & Office Mat. & Sup.</u>	65500	288	
<u>Maintenance & Constr. Mat. & Sup.</u>	66000	289	
<u>Other Materials & Supplies</u>	66500	290	
<u>Subscriptions & Periodicals</u>	67000	291	
<u>Purchases for Resale</u>	67500	292	
<u>Scholarships and Waivers</u>	68000	293	
<u>Interest on Debt</u>	68500	294	
<u>Payments on Debt Principal</u>	69000	295	
<u>Other Current Expenses</u>	69500	296	
<u>Total Current Expenses</u>	60000	297	
<u>Capital Outlay</u>			
<u>Minor Equipment</u>	70500	298	
<u>Furniture & Equipment</u>	71000	299	

DIVISION OF COMMUNITY COLLEGES
BUREAU OF FINANCIAL AND BUSINESS SERVICES
MANAGEMENT INFORMATION SYSTEM FINANCIAL INPUT FORMS

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ACCOUNT TITLE	GLC	ITEM #	AMOUNT
<u>Data Software</u>	72000	300	
<u>Library Books & Films</u>	73000	301	
<u>Building & Fixed Equipment</u>	75000	302	
<u>Non-Capitalized Repairs and Maintenance</u>	76000	303	
<u>Land</u>	77000	304	
<u>Other Structures & Improvements</u>	79000	305	
<u>Total Capital Outlay</u>	70000	306	

140

SECTION 6

COST ANALYSIS

Introduction

This section describes the system for the analysis of operating expenditures of Florida community colleges. The system provides uniform procedures, definitions, and report forms to be used by each college to develop, analyze, and report cost information.

Objectives

The system for analysis of the operating expenditures of Florida community colleges is designed to show the cost of providing instruction for each discipline level. All courses and their associated costs are included in the analysis regardless of the source of revenues which support them. The system identifies the components of cost according to two basic parameters:

- A. The type of expenditures; i.e., personnel expenditures, supplies and service expenditures, and equipment expenditures.
- B. The purpose of the expenditures; i.e., instructional salaries, departmental expenditures, and support program expenditures.

The information developed by this system can be used for the following purposes:

- A. To aid college administrators in making resource allocation and programming decisions,
- B. To conduct comparative cost studies,
- C. To develop and support requests for funds from the State Legislature,
- D. To allocate funds to individual colleges,
- E. To make long-range cost projections.

General Principles and Definitions

The following general principles should be applied uniformly by colleges when conducting the cost analysis:

Rev. 9-10-86

- A. Expenditures included in the analysis are those recorded in the General Current (Fund 1) and Restricted Current (Fund 2) funds with the exception of fee waivers recorded as expenditures in Accounts 598 and 680 and certain non-program expenditures (see CA-1). It also includes the expenditures from accounts 710-Furniture and Equipment, 720-Data Software and 730-Library Books and Films records in Fund 7, the Unexpended Plant Fund.
- B. The analysis includes all courses which began in the ACADEMIC YEAR. The instructional personnel expenditures associated with conducting these courses are included in the analysis for the academic year in which the courses were taught. All other expenditures (other personnel expenditures, current expense, and capital outlay) are taken for the FISCAL YEAR. In other words, all expenditures made to persons for conducting instructional activities (courses) are assigned to the courses they taught. Thus, an adjustment must be made if the expenditure was made in another fiscal year (see Report CA-1).
- C. The unit for measurement of production is the semester credit (SC) and semester credit equivalent (noncredit courses). The credit equivalent is computed by dividing the total number of instructional hours in noncredit courses by 30.
- D. Direct costs are those associated with conducting activities classified according to the principles and definitions in the Community College Information Classification Structure (ICS). Report CA-2 shows the cost centers for which direct costs are to be reported. Direct costs are defined in this analysis as those which can be directly related to conducting an activity or a set of activities defined in the ICS.
- E. The cost components for each cost center are as follows:
1. Personnel Expenditures - Includes personnel benefits as well as all other expenditures for personnel services. (See 500 series of accounts in Section 2 of Accounting Manual. Tuition Waivers, Account 598, are excluded.)
 - a. Instructional
 - b. Executive, Administrative, Managerial
 - c. Professional/Specialist
 - d. Support
- (For definitions of these categories, see instructions for Report CA-2.)

2. Supplies and Services Expenditures - Current Expense and Minor Equipment Account 705.

3. Equipment - Type 1, annual expenditures for equipment.
Type 2, depreciation on equipment.

F. Distribution of Personnel Expenditures - The distribution of personnel expenditures and assignments is based on the principles found in Work Form A - Personnel Assignments. The output of the system is the FTE positions and the personnel expenditures distributed to the cost centers of the ICS.

The following principles apply to the distribution of personnel expenditures and assignments.

1. Personnel expenditures include amounts expended by the college for salaries and employee benefits (e.g., social security, retirement, and insurance contributions).
2. The personnel expenditures and assignments of an individual are distributed to the cost centers and the personnel categories based on each assignment's proportionate share of the individual's total workload.

The following diagram emphasizes the required procedure to distribute personnel assignments (and proportionate dollars) to both personnel categories and ICS categories:

		Personnel Categories		
		Instruction	Exec., Admin., Man.	Professional/ Specialist Support
ICS Categories	% of Assignment	% of Assignment		
			X	X
	% of Assignment		X	X
		X	X	X

3. Instructional personnel expenditures and assignments are distributed to each course on the basis of the number of credit hours or equivalents taught and the percentage of an individual's assignment associated with the instruction function.

The following example illustrates the procedure to be used to distribute instructional personnel expenditures and assignments:

- a. Salary + personnel benefits = \$15,000
- b. Annual full load standard is 42 credit hours
[12 Summer term (6 + 6), 15 Fall term, 15 Winter term]

Courses Taught	Discipline	Credit Hours	Expend. Distri.	FTE Posi. Distri.
Bio. 101	1.10.0400 Biol.Sci.	15	\$6429	.36
Bio. 211	1.10.0400 Biol.Sci.	8	3428	.19
Chem.101	1.10.1900 Phys.Sci.	12	\$5143	.29
Annual Total for this instructor 35			\$15,000	.84

In this example each course that the person taught receives a share of the expenditures and FTE positions computed by taking the proportion that his workload was for each course times the total salary and total FTE, respectively.

For persons that have both teaching and non-teaching assignments, the expenditures distributed to the courses and those distributed to the other assignments should be based on a proration of the person's total workload. For example, a department chairman may have the following assignment distribution:

% for teaching equals 40% of the base salary and assignment.

% for department administration is 60% of the base salary and assignment.

Annual salary was \$16,000 base plus a \$1,000 supplement for department chairman duties.

Distribution:

to courses (teaching) - .4 FTE and \$6,400
To Department Administration - .6 FTE and \$10,600
(\$9,600 Base + \$1,000 Supplement)

Note that the salary supplement is charged against the department administration activity and not against the teaching activity. The salary expenditure and FTE is then distributed to the individual courses as shown above.

The same procedure is used to distribute the salary expenditures and assignments of all persons who have multiple assignments including teaching.

4. Personnel expenditures and assignments for non-instructional professional (Executive, Administrative, Managerial and Professional/Specialist) activities are distributed to the ICS cost centers on the basis of a proportionate proration of assignments for an FTE position. Assume a person in the student personnel office with work assignments in counseling, placement services, and intramural programs was full-time for twelve months and was paid \$12,000 (including personnel benefits). The following illustrates the distribution of personnel expenditures for the person.

<u>Subfunction</u>	<u>Assignment Proportion of FTE Position</u>	<u>Expenditures Distribution</u>
5.30 Counseling	.50	\$6,000
5.40 Placement	.30	3,600
5.10 Social and Cultural Development (intramurals)	.20	2,400

5. Personnel expenditures and assignment for support staff activities are distributed to the ICS cost centers using one of the following procedures:
 - a. Distribute the expenditures and assignments based on an analysis of the workdays and assignments of each support staff using the procedures described in Work Form A - Personnel Assignments.
 - b. Distribute the expenditures and assignments in the same proportion as those of the other staff in the departments in which the support positions are found or in the same proportion as the distribution of student semester hours (in instructional departments).

The following illustrates the use of option B to distribute support staff expenditures and assignments:

The Natural Science Department had the following distribution of professional staff assignments to the disciplines:

<u>Disciplines</u>	<u>Professional FTE Positions</u>	<u>%</u>
Biological Science	10.5	45
Physical Science	11.6	49
Architectural and Environmental Design	1.4	6
TOTAL	23.5	100%

The distribution of two full-time equivalent support positions with a total salary of \$14,250 would be as follows:

<u>Discipline</u>	<u>% Distribution</u>	<u>FTE Support Staff</u>	<u>Salary Distribution</u>
Biological Science	45	.90	\$6412.50
Physical Science	49	.98	6982.50
Architectural and Environmental Design	6	.12	855.00
TOTAL	100%	2.00	\$14250.00

This procedure may also be used for the distribution of support staff expenditures and positions for support departments; e.g., Learning Resources, Student Services, Executive Management, etc.

- G. Distribution of Expenditures for Supplies and Services - This is a cost component which includes most of the current expense accounts in the Florida Community College Accounting Manual pages 12-3 through 12-9. Account 680, Fee Waivers, is excluded from this part of the analysis.

1. Expenditures for supplies and services of departments should be distributed directly to the ICS cost centers if expenditures can be so identified and documented for audit purposes.
2. Expenditures for supplies and services of instructional departments that cannot be specifically identified with cost centers are distributed on the basis of student credit hours. The following example illustrates the procedure:

Assume you have a Social Science Department with expenditures of \$3,000 for supplies and services. The disciplines supported by this department and the student credit hour (SCH) production were as follows:

<u>Discipline</u>	<u>SCH</u>	<u>%</u>	<u>\$ Distributed</u>
1.10.2200 Social Science	7380	70	\$2,100
1.10.2000 Psychology	2910	27	810
1.10.3000 Area Studies	312	3	90

3. Expenditures for supplies and services from non-instructional organizational units not specifically identified with cost centers are distributed in the same proportion as personnel expenditures. The following example illustrates this procedure:

Assuming a Counseling Department with \$81,000 in personnel expenditures and \$4,000 in expenditures for supplies and services. The personnel expenditures are distributed to the cost centers in the following manner:

<u>Cost Centers</u>	<u>Personnel Expenditures Distribution</u>	<u>%</u>	<u>Supplies & Services Expenditures Distribution</u>
5.10 Social & Cultural Dev.	\$15,000	18	\$ 720.00
5.30 Counseling & Advisement	46,000	57	2,280.00
5.40 Placement Services	8,000	10	400.00
5.50 Financial Aid Administration	\$12,000	15	600.00
Total	\$81,000	100%	\$ 4,000.00

- H. Equipment Expenditures and Depreciation Costs - Equipment expenditures are those made during the current fiscal year for equipment as defined in the Florida Community College Accounting Manual. This includes expenditures of Funds 1, 2, and 7 recorded in Accounts 710, Furniture and Equipment, 720, Data Software and 730, Library Books and Films. Depreciation costs are derived by taking one-tenth (1/10)

of the total expenditures for equipment purchased during the preceding ten year period (including the year being analyzed) and is still inventoried and used by the college. Equipment expenditures and depreciation costs are both reported in Report CA-2.

These procedures assume that each college has an inventory of equipment which accounts for each item by organizational unit or has records of expenditures for equipment by organizational unit. Since depreciation costs are based on a ten year, straight line depreciation schedule, equipment acquired (and still in use) during the past ten years (including the year being costed) should be depreciated by one-tenth (1/10) of its purchase price. All equipment over ten years old will be considered to have zero dollar value for costing purposes.

Reports

Two reports are categorized as cost analysis reports:

- CA-1, Identification of Operating Expenditures by Fund
- CA-2, Direct Cost of Primary and Support Programs

In the performance of the Direct Cost study, both equipment expenditures and depreciation costs should be distributed from the organizational units (departments) with which they are identified to the cost centers of the ICS on one of the following bases:

1. A use study; or
2. If a use study is not conducted, the best estimate of use; or
3. If neither of these two methods are appropriate, distributed on the basis of a parameter that is most appropriate; i.e., student semester hours for instructional cost centers, full-time equivalent positions for support cost centers, etc.

One method is not specified as standard since in different situations any one of the methods may be preferable to the other two. A use study means that records are maintained on the amount of use made of certain equipment by activities within the cost centers of the ICS. The best estimate of use method means that the department administrator assigns a certain utilization of equipment to the cost centers supported by the department. The parameter method means that one selects a specific utilization parameter (SCH, FTE positions, etc.) which is used to distribute the cost of the equipment to the cost centers.

The following example illustrates the distribution of equipment expenditures and depreciation costs from one organizational unit to three cost centers (note that the proportions may be different for expenditures and depreciation):

Organizational Unit	Use Study or Best Estimate of Use Proportion	Cost Centers of Information Classification Structure
Equipment Expenditures = \$ 1,000		\$ 500 Eq. Ex. ----- \$ 1,200 Dep. Cost
		\$ 400 Eq. Ex. ----- \$ 3,000 Dep. Cost
Depreciation Costs = \$ 6,000		\$ 100 Eq. Ex. ----- \$ 1,800 Dep. Cost

Identification of Operating Expenditures by Fund
(CA-1)

Purpose of the Report

This report is designed to identify the expenditures included in the analysis of operating expenditures. The data reported are to demonstrate that all deductions during the fiscal year under analysis from each fund maintained by the college have been taken into account in identifying expenditures that represent operating costs.

Instructions

EXPENDITURES COLUMN HEADINGS

Personnel Expenditures - All expenditures recorded in the 500 series of accounts during the fiscal year under analysis.

Current Expense - All expenditures recorded in the 600 series of accounts during the fiscal year under analysis. Also included are expenditures for minor equipment if recorded in Account 705.

Capital Outlay - All expenditures recorded in the 700 series of accounts, except those in the 705 Minor Equipment Account, if used.

ROW HEADINGS

General and Restricted Current Funds - Record in these rows the expenditures actually recorded in the annual reports for the two funds.

Unexpended Plant Fund Expenditures - Enter the expenditures recorded in general ledger accounts 710 - Furniture and Equipment, 720 - Data Software and 730 - Library Books and Films.

Total Expenditures in Annual Report - This row is simply the total of the General and Restricted Current funds and general ledger accounts 710, 720 and 730 of the Unexpended Plant Fund.

Transfers-Out - Since transfers-out are not to be included in the cost analysis, provision is made to deduct them from the total expenditures for analysis.

Fiscal/Reporting Year Adjustment - Enter in this row the net adjustment figure for the following situations:

- A. The Instructional Personnel Expenditures made between the end of the preceding reporting year (end of winter term) and the beginning of the fiscal year for courses in the reporting year should be included or added to the total expenditures for analysis.
- B. The Instructional Personnel Expenditures made between the end of the reporting year and the end of the fiscal year for courses which will occur in the next reporting year are excluded from the total expenditures for analysis.

Less Expenditures for Capital Outlay - All expenditures for the fiscal year for capital outlay as shown on row four. The purpose of this entry is to show that all capital outlay expenditures have been removed from the cost analysis system.

Plus Depreciation - The actual depreciation amount (total) which was used in the analysis. The purpose of this entry, along with the foregoing entry, is to show the net effect of using depreciation rather than equipment expenditures in the cost analysis.

Less Fee Waivers - The entry is used to remove the effects of fee waivers on the expenditures used in the analysis.

Less Off-Campus Work-Study Expenditures - This entry is used to remove the effects of off-campus work-study expenditures in the analysis.

Less Non-Program Expenditures - Exclude expenditures made under the terms of a contract or agreement with a second party to make reimbursable payments for which the college receives no benefit in the form of goods or services and are not related to any program of the college. Examples are funds received from the federal or state government to conduct a study or perform a service for the benefit of the granting agency. In these cases the college is acting only as an agent for the flow of funds and thus receives no benefits or uses any resource related to the project. If however, the college receives any tangible benefits such as work services under CETA or student work study, the expenditures should not be excluded even though the expenditures are fully reimbursable under the terms of the agreement. Attach a separate schedule to the CA-1 report listing the source of funds and a brief description of the projects excluded from the cost analysis.

IDENTIFICATION OF
OPERATING EXPENDITURES BY FUND

DUE DATE: _____

COLLEGE: _____

EXPENDITURES	Personnel Expenditures	Current Expense	Capital Outlay	Total
General Current Fund				
Restricted Current Fund				
Unexpended Plant Fund (710, 720 & 730)				
TOTAL Expenditures in Annual Report				
Fiscal/Academic Year Adjustment				
Less Transfers-Out				
Less Expend. for Capital Outlay				
Plus Depreciation				
Less Fee Waivers				
Less Off-Campus Work-Study Exp.				
Less Non-Program Expend.				
TOTAL Current Year Operating Expenditures for Analysis				

Prepared By: _____

Date Prepared: _____

Signature of President: _____

RETURN to: Bureau of Information Systems, Division of Community Colleges,
Knott Building, Tallahassee, Florida 32399

Direct Cost of Primary and Support Functions
(CA-2)

Purpose of the Report

This report is designed to summarize the cost analysis findings and identify personnel resources utilized by a college during an academic year. It shows the direct cost of each institutional category and support subfunction. It also shows the number of full-time equivalent positions for each cost center and personnel assignment category. SSHs are identified in Part I of the CA-2. The form should be reconciled to CA-1 and the FA-4.

- A. The total expenditures reported in the CA-2 equals the "Total Current Year Operating Expenditures for Analysis" in CA-1.
- B. SSHs reported on the FA-4 and Part I, CA-2 should be the same.

General Instructions for the Distribution of Personnel Assignments and Expenditures:

This report includes a distribution of expenditures and personnel assignments for all full-time and part-time employees of the college. To insure comparability of the information reported it is necessary that distribution of cost and assignments be derived from the same analysis and/or procedures so that both the dollars and assignments fall into the same functional and personnel categories. The suggested procedures shown in the sample work forms for the personnel assignments provide detail guidelines which colleges should use to distribute expenditures and assignments. As these work forms indicate, the assignments of each professional staff position should be analyzed and distributed to the appropriate cost centers of the ICS.

It is important to note at this point that the standards used to compute full-time equivalent positions are not intended to dictate institutional policy, rather they provide only a uniform basis for computation of full-time equivalent positions for reporting.

The following are the procedures which are to be followed in determining the full-time equivalent positions which are reported for each category of personnel in the CA-2 report:

Instructional Assignments and FTE Positions - A full-time equivalent (FTE) instructional position is defined as the equivalent of one person carrying a full workload for the entire academic year (three semesters). The following standards are applied to computations of instructional FTE positions:

1. The basic units to be used to compute the FTE positions are usually the credit hour of instruction and its equivalent for noncredit courses. One (1) full-time equivalent instructor equates to a standard faculty workload of 42 credit hours of instruction for the academic year (12 Summer + 15 Fall + 15 Winter). In equating faculty workdays for noncredit courses, 30 contact hours of instruction equates to one (1) credit hour.

If one wishes to convert to an academic year (two semesters) base of 30 credit hours, they can simply multiply the reported FTE positions by 1.4. However, to have consistent reporting from all colleges, the 42 credit hour standard shall be used in this report.

The Academic Year is not compatible with the various contractual arrangements which colleges have with their instructional employees, but it is necessary to use the standard year to obtain comparable information. Each part-time personnel should be treated in the same manner as full-time personnel; i.e., their proportionate FTE assignment should be distributed to the appropriate cost centers (disciplines).

Instructional Function - Administrative or Managerial Assignments and FTE Positions - This category of personnel assignments include those made for administration or management of instruction departments, divisions, or organizational units. The standard for an FTE administrator is defined as 252 days per year and a normal workweek (usually 37.5 or 40 hours). As was done for the instructional faculty, the assignments for administrative or managerial purposes should be distributed to the appropriate cost centers (disciplines) of the ICS. Those administrative assignments that are associated with release time from instructional duties should also be included and costed as administrative-managerial positions.

Instructional Function - Support FTE Positions - This includes assignments which are classified as supportive in nature (e.g., clerical, secretarial, etc.) and are in instructional departments or organizational units. For support personnel assignments it is acceptable to distribute the proportionate FTE and expenditures to the various cost centers of the ICS on the basis of the distribution of instructional and administrative personnel. In other words, the total full-time equivalent support positions in the instructional program may be distributed to each of the disciplines based upon the distribution of the professional staff. Thus, it is not necessary to analyze the individual assignments of each of the support personnel in the instructional area. The standard for FTE support positions is defined as 252 days per year and a normal workweek (usually 37.5 or 40 hours).

Support Function - Executive, Administrative and Managerial Assignments and FTE Positions - This includes assignments with the primary duty of planning, organizing, and managing organizational units other than those directly related to instruction. In many colleges, individuals will have assignments which cut across functional and personnel category lines; e.g.,

1. a person, or position, may have assignments which are related to different subfunctions in the support area.
2. a person, or position, may have assignments in two different personnel categories; i.e., executive, administrative, managerial and noninstructional professional.

In these cases, the expenditures and proportionate FTE should be distributed to the appropriate subfunction and personnel categories. In all cases the dollars associated with the expenditures to perform the assignments should be distributed to the same subfunction and personnel category. The FTE is computed on the basis of 252 days per year and a normal workweek (usually 37.5 or 40 hours).

Support Function - Professional/Specialist Assignments and FTE Positions - This includes those assignments which require knowledge and competence of an advanced nature but which are not administrative or instructional. This includes assignments to professional personnel staff for such activities as counseling, curriculum development, research, accounting, library work, etc. It is important to note again that the distribution of assignments of individual staff members is based on a review and proper placement of each unique assignment, rather than on the basis of the individual's primary duty or assignment. The full-time equivalent position is based on 252 days per year and a normal workweek (usually 37.5 or 40 hours).

Instructions

Part 1, INSTRUCTION

FTE Positions should be reported to two decimal places; e.g., 1.11.

Information Classification Structure - The instructional and support cost centers are defined in Section 2 of this manual.

Instructional Cost - The personnel expenditures for direct teaching assignments.

Administrative, Managerial Cost - The personnel expenditures for departmental administrative assignments. Salary supplements (additives), release time, and any other forms of compensation for managing the activities in this cost component are to be included.

Administrative, Managerial FTE Positions - This column includes the number of FTE assignments with the primary duty of planning, organizing, and managing departments, organizational units and/or personnel in instructional departments and divisions.

Support - The personnel expenditures made to paraprofessional, secretarial, clerical, etc. persons assigned to and supporting instructional departments.

Support FTE Positions - Include in this column the number of FTE assignments which are classified as supportive in nature; e.g., paraprofessional, clerical, secretarial, etc.

Supplies and Services - The expenditures accounted for in current expense accounts and which are made by instructional departments or equivalent organizational units.

Federal Funds Expenditures - Include in this column all expenditures made from any Federal fund source. Since these expenditures are included in the preceding columns, the column is a memorandum item and is non-additive for total direct cost purposes.

Part II, SUPPORT FUNCTIONS

Executive, Administrative, Managerial Expenditures - The personnel expenditures to persons for conducting assignments related to planning, organizing, and managing the college or subdivision or service of the college. The following are examples of positions which assignments usually belong in this category:

President; assistant to the president; vice president; chief academic officer, chief business officer; chief student personnel officer, chief librarian, planning officer; public relations officer; managers of admissions, alumni affairs, athletics, budgets, computer center, food services, personnel services, physical plant, counseling, financial aid, placement, bookstore, purchasing, and community services; comptroller; legal counsel; registrar.

Executive Administrative, Managerial FTE - This column includes the number of FTE assignments for planning, organizing, and managing departments, organizational units or service units.

Professional/Specialist Expenditures - The personnel expenditures to persons for conducting assignments that require knowledge and competence of an advanced nature in a field of science or learning, or original and creative work in an artistic field. A baccalaureate degree is usually but not always required. Examples are assignments such as counseling, curriculum development, learning resources, accounting, and research.

Professional/Specialist FTE - This column includes the number of FTE assignments which require knowledge and competence of an advanced nature, but which are not instructional or administrative. Note that this column is included only on Part 2 - Support Functions.

Support Staff Expenditures - The personnel expenditures made to paraprofessional, secretarial, clerical, office, trade, semiskilled, custodial, and other general services personnel.

Support FTE - Include in this column the number of FTE assignments which are classified as supportive in nature; e.g., clerical, secretarial, technical, custodial, general service, etc.

Other Columns - The instructions for reporting the Supplies and Services, Depreciation Cost, Equipment Expenditures, and Federal Funds Expenditures columns are the same as for the equivalent columns in Part 1.

Semester Hours (Student Semester Hours - SSH) - Enter the semester credit hours and equivalents registered for in all terms of the academic year under analysis. Enter according to the standard procedures for enrollment accounting from the FA-4 FTE Enrollment Report (Student Semester Hours). The semester hours reported on the CA-2 must equal those reported on the FA-4 for each discipline and cluster. When necessary, carry these out to one decimal place.

167

DIRECT COST
PRIMARY AND SUPPORT FUNCTIONS

PART 1
INSTRUCTION

INFORMATION STRUCTURE CATEGORIES	PERSONNEL EXPENDITURES AND POSITIONS						Supplies and Services	EQUIPMENT		Federal Funds Expenditures	Student Semester Hours
	Instructional		Administrative Managerial		Support			Depreciation Cost	Expenditures		
	Expenditure	FTE Pos.	Expenditure	FTE Pos.	Expenditure	FTE Pos.					
1.1 Advanced & Professional 1.11.01 Agric. & Nat. Res. 1.11.02 Archit. & Environ. 1.11.04 Biological Science 1.11.09 Engineering 1.11.12 Health Professions 1.11.19 Physical Sciences 1.12.10 Fine & Applied Arts 1.13.11 Foreign Languages 1.13.15 Letters 1.14.08 Education 1.15.05 Business & Management 1.16.07 Computer & Infor. Sci. 1.16.17 Mathematics 1.17.03 Area Studies 1.17.20 Psychology 1.17.22 Social Sciences 1.18.06 Communications 1.18.13 Home Economics 1.18.14 Law 1.18.16 Library Science 1.18.18 Military Science 1.18.21 Public Affairs 1.18.23 Theology 1.18.49 Interdisciplinary											
TOTAL ADVANCED & PROFESSIONAL											
1.2 Postsecondary Vocational 1.21.01 Agriculture 1.22.01 Distributive 1.23.01 Health 1.24.01 Home Economics 1.25.01 Office 1.26.01 Trade & Industrial 1.27.01 Public Service											
TOTAL POSTSECONDARY VOCATIONAL											
TOTAL ADVANCED & PROFESSIONAL & POSTSECONDARY VOCATIONAL											

DIRECT COST
PRIMARY AND SUPPORT FUNCTIONS

PART 1
INSTRUCTION (Continued)

INFORMATION STRUCTURE CATEGORIES	PERSONNEL EXPENDITURES AND POSITIONS						Supplies and Services	EQUIPMENT		Federal Funds Expenditures	Student Semester Hours
	Instructional		Administrative Managerial		Support			Depreciation Cost	Expenditures		
	Expenditure	FTE Pos.	Expenditure	FTE Pos.	Expenditure	FTE Pos.					
1.2 Postsecondary Adult Voc.											
1.21.02 Agriculture											
1.22.02 Distributive											
1.23.02 Health											
1.24.02 Home Economics											
1.25.02 Office											
1.26.02 Trade & Industrial											
1.27.02 Public Service											
TOTAL POSTSECONDARY ADULT											
1.2 Supplemental Vocational											
1.21.03 Agriculture											
1.22.03 Distributive											
1.23.03 Health											
1.24.03 Home Economics											
1.25.03 Office											
1.26.03 Trade & Industrial											
1.27.03 Public Service											
TOTAL SUPPLEMENTAL VOCATIONAL											
TOTAL POSTSECONDARY ADULT & SUPPLEMENTAL VOCATIONAL											

DIRECT COST
PRIMARY AND SUPPORT FUNCTIONS

PART 1
INSTRUCTION (Continued)

INFORMATION STRUCTURE CATEGORIES	PERSONNEL EXPENDITURES AND POSITIONS						Supplies and Services	EQUIPMENT		Federal Funds Expenditures	Student Semester Hours
	Instructional		Administrative Managerial		Support			Depreciation Cost	Expenditures		
	Expenditure	FTE Pos.	Expenditure	FTE Pos.	Expenditure	FTE Pos.					
1.3 Adult General Education											
1.31.1 College Prep.											
1.31.2 Vocational Prep.											
1.32.1 Adult Basic											
1.32.2 Adult Secondary											
1.32.3 GED Preparation											
1.33 Lifelong Learning											
TOTAL ADULT GENERAL EDUCATION											
1.4 Community Instructional Svcs.											
1.41 Citizenship											
1.42 Recreational & Leisure											
TOTAL COMMUNITY INSTRUCTIONAL SVC.											
TOTAL INSTRUCTION											

DIRECT COST
PRIMARY AND SUPPORT FUNCTIONS

PART 2
SUPPORT FUNCTIONS

INFORMATION STRUCTURE CATEGORIES	PERSONNEL EXPENDITURES						Supplies and Services	EQUIPMENT		Federal Funds Expenditures
	Executive, Admin. Managerial		Professional/ Specialist		Support			Depreciation Cost	Expenditures	
	Expenditure	FTE Pos.	Expenditure	FTE Pos.	Expenditure	FTE Pos.				
2.0 Research										
3.0 Public Service 3.1000 Community Services										
4.0 Academic Support 4.1000 Learning Resources 4.4000 Instruc. Comput. Serv. 4.5000 Ancillary Operations 4.6000 Academic Administration 4.7000 Course & Curr. Develop. 4.8000 Prof. Person. Develop.										
TOTAL ACADEMIC SUPPORT										
5.0 Student Service 5.1000 Social & Cultural Dev. 5.2000 Organized Athletics 5.3000 Counseling & Advisement 5.4000 Placement Services 5.5000 Financial Aid Admin. 5.6000 Student Records & Adm. 5.7000 Health Services 5.8000 Serv. for Spec. Student 5.9000 Student Serv. Admin.										
TOTAL STUDENT SERVICE										

DIRECT COST
PRIMARY AND SUPPORT FUNCTIONS

PART 2
SUPPORT FUNCTIONS (Continued)

INFORMATION STRUCTURE CATEGORIES	PERSONNEL EXPENDITURES						Supplies and Services	EQUIPMENT		Federal Funds Expenditures
	Executive, Admin. Managerial		Professional/ Specialist		Support			Depreciation Cost	Expenditures	
	Expenditure	FTE Pos.	Expenditure	FTE Pos.	Expenditure	FTE Pos.				
6.0 Institutional Support 6.1000 Executive Management 6.2000 Fiscal Operations 6.3000 General Admin. and Logistical Services 6.6000 Admin. Support Staff Services 6.7000 Community Relations										
TOTAL INSTITUTIONAL SUPPORT										
7.0 Physical Plant Operation and Maintenance										
8.0 Work-Study & Other Student Assistantship Programs										
TOTAL SUPPORT										

SAMPLE WORK FORMS

Purpose of Sample Work Forms

The following pages include sample work forms which can be used to collect and analyze expenditure data for the cost analysis system. These forms and procedures are very general. Each institution will want to develop its own forms and procedures according to its policies and depending on what it desires out of the system. In some cases colleges have most or all of the required information in their computer data base and with only slight modifications or additions can develop the analytical reports needed without having to implement a large data collection task.

WORK FORM A

PERSONNEL ASSIGNMENTS

Purpose of the Work Form

This work form provides a means of collecting basic data to analyze the workdays of individuals employed by the college. It also contains the information necessary to crosswalk personnel and salary data between the organizational unit structure and the program structure.

Instructions and Definitions

I.D. Number - This is a number (code) which identifies the employee.

Account Number - This is the budgetary department or organizational unit number from which the individual was paid.

Contract Type - This is a code for the type of contract which the individual holds with the college (institutionally defined).

Part-Time - This field is used to record the percentage of a full-time equivalent position for part-time personnel.

Reporting Period(s) - This is used to record the term(s) or other time frame used for the report.

Basic Salary - This field is used to record the salary paid for performance of the assignments made to the individual. If additives are given to persons for the performance of specific assignments, they should not be included in the basic salary.

Additives - Record in this field the amount of salary additives paid persons for specific assignments listed on the form.

Teaching Assignments

- (A) Course I.D. - This column is used to record the specific identification for each course section taught by the individual, prefix or department, course number, and section number.
- (B) Credit Value - Enter the number of semester credit hours assigned to this course or the number of credit hour equivalents computed for the course. A credit hour equivalent is calculated by dividing the number of clock hours of instruction for the course by 30.
- (C) Weekly Course Contact Hours - Enter the number of hours per week that a course is scheduled to meet. If a course meets for a portion of a term, enter the average weekly contact hours computed by dividing the weeks in the term into the total contact hours.
- (D) Method of Instruction - Enter the methods used for instruction for the course (institutionally defined).
- (E) Enrollment - Enter the number of students enrolled in the course section. This enrollment figure should be verifiable from official college records.
- (F) % of Assignment - This is the percent of a full instructional load which this course represents.
- (G) ICS Code - This is the ICS Code which identifies the course with a specific classification structure category.
- (H) Account Number - This is used only when a person is paid from an account other than that recorded at the top of the form. Otherwise it can be left blank.

The entry of other types of data on this form is optional. For example, the building and room and class meeting times could be entered if they could not be obtained easily from another file. As mentioned earlier, if good data bases are developed for the student record, course record and personnel systems, most of this data will be available on existing computer files. Therefore, what is shown here is strictly a manual approach.

Other Instructional Related Assignments

- (I) Assignment Description - Enter in this column a brief description of the assignment; e.g., department administration (or chairman), student advisement, etc.
- (J) ICS Code - Enter the appropriate subfunction and discipline category code for which the assignment was made.
- (K) Personnel Category - Enter the code for the personnel assignment category.
- A. Executive, Administrative, Managerial
B. Non-Instructional Professional
C. Support
- (L) % of Assignment - Enter the percent of an annual full-time assignment represented by this assignment.
- (M) Additive Amount - Enter the amount of any additive paid the individual for carrying out this assignment.
- (N) Account Number - Enter the account number of the department or organizational unit from which a person was paid if other than that listed above.

Assignments Other Than Instruction

- (O) Assignment Description - Enter in this column a brief description of the assignment. It could also be used as a place for entering position title or class.
- (P) ICS Code - Enter the appropriate ICS function and subfunction code for each assignment.
- (Q) Personnel Category - Enter the code for the personnel assignment category.
- (R) % of Assignment - Enter the percent of an annual full-time assignment represented by this assignment.
- (S) Additive - Enter the amount of any additive paid the individual for carrying out this assignment.
- (T) Account Number - Enter the account number of the department or organizational unit from which a person was paid if other than that listed above.

PERSONNEL ASSIGNMENTS WORK FORM A

Name of Individual ID Number Account Number Contract Type Part-Time

Reporting Period(s) Basic Salary Additives Total Annual FTE

TEACHING ASSIGNMENTS

Course ID (A)			Credit Value (B)		Weekly (C) Course Contact Hours	(D) Method of Inst.	(E) Enroll.	(F) % of Assign.	(G) ICS Code	(H) Acct. #
Pre. (Dept.)	No.	Sect.	Cr./Hrs.	Cr./Hr. Eq.						

OTHER INSTRUCTIONAL RELATED ASSIGNMENTS

Assignment Description (I)	ICS (J) Code	Personnel (K) Category	% of (L) Assign.	Additive (M) Amount	Account (N) No.
	1. --'- --				
	1. --'- --				
	1. --'- --				
	1. --'- --				
	1. --'- --				

ASSIGNMENTS OTHER THAN INSTRUCTION

Assignment Description (O)	ICS (P) Code	Personnel (Q) Category	% of (R) Assign.	Additive (S) Amount	Account (T) No.
	1. --'- --				
	1. --'- --				
	1. --'- --				
	1. --'- --				
	1. --'- --				

WORK FORM B

Direct Instructional Cost by Course

Instructions and Definitions

The data taken from Work Form A - Personnel Assignments, Teaching Assignments, is sorted by course within discipline within cluster. This makes it possible to compute instructional salary course costs by aggregating all course section salary expenditures and to obtain totals for each discipline and cluster.

Course/Discipline - In this column print the title of the course, course prefix and number, and program code (all 7 digits).

Columns a through d - For each course, print the data taken from the Teaching Assignment portion of Work Form A.

Column e - Compute and print the weighted average cost for instructional salaries for each course, discipline, and cluster. This is simply the sum of the expenditures, column d, divided by the sum of the student credit hours.

DIRECT INSTRUCTIONAL COST BY COURSE

Course/Cluster		a	b	c	d	e
Name	Number	Instructor	No. of Students	Stu. Sem. Hours of Credit	Teaching Salary Expend.	Teaching Salary Cost/Stu. Sem. Hour

163

WORK FORM C AND D

Personnel Analysis by Organizational Unit and Function

Purpose of Work Forms C and D

These work forms provide the crosswalk between the organizational structure and the ICS. On Work Form C, personnel resources (FTE positions by type) and expenditures are displayed by function within organizational unit. Therefore, one has a picture of how functions contribute or relate to the organizational structure. Work Form D shows the same data displayed by organizational unit within function. With this perspective, it is possible to see how organizational units support specified functions.

The sum of the salaries for each organizational unit shown on Work form C should be matched to actual figures reported in the accounting system (Department Ledger Report) for the same time period.

WORK FORM C

PERSONNEL ANALYSIS BY ORGANIZATIONAL UNIT

Personnel Assignment Categories

Organizational Unit	Function	Instructional		Exec. Adm., Man.		Other Prof.		Support		Total % Amount
		No.	Salaries	No.	Salaries	No.	Salaries	No.	Salaries	

1. General Description - The number of FTE and the total salary expenditures for each personnel assignment category is displayed by function within Organizational units. The percentage of the organizational units expenditures which are distributed to each cluster is shown in the last column.
2. This report can be used to verify that the expenditures distributed to the function balance with the expenditures recorded in the financial accounting system by organizational unit.
3. Detail is by Discipline.
4. Totals are printed for discipline, subfunction, function, Organizational Units, and Fund.

Rev. 9/86

WORK FORM D

PERSONNEL ANALYSIS BY FUNCTION

Personnel Assignment Categories

Function	Organizational Unit	Instructional		Exec., Adm., Man.		Other Prof.		Support		% to Organ. Unit
		No.	Salaries	No.	Salaries	No.	Salaries	No.	Salaries	

1. General Description - The number of FTE and the total salary expenditures for each personnel assignment category is displayed by organizational unit within HEGIS discipline category for instructional function and within subfunction for all other functions. The percent of the function expenditure represented by each contributing organizational unit is computed and displayed.
2. Detail is by organizational unit.
3. Totals are printed for clusters, subfunctions, and functions.

Rev. 9/86

WORK FORM E

Distribution of Expenditures for Supplies and Services to the Information Classification Structure

Purpose of Work Form E

This step in the cost analysis process is designed to move or crosswalk expenditures for supplies and services from the institutional organizational structure to the ICS cost centers. Where Work Forms C and D accomplished this for salaries, this work form will crosswalk expenditures for supplies and services to the ICS.

Procedures and Definitions

Column (a) Salaries - This entry is obtained from Work Form C. It is the sum of the salaries (all types) for each instructional discipline and support subfunction distributed from each organizational unit.

Column (b) Supplies and Services - The expenditures for supplies and services are distributed to each function in the same proportion as salary expenditures. The total for each organizational unit should match the actual expenditures shown in the Departmental Ledger Report of the accounting system.

WORK FORM E

Distribution of Expenditures for Supplies
and Services to the Program Structure

Organizational Unit	Function	Salaries		Supplies & Services	
		%	Amount	%	Amount

Rev. 9/86

WORK FORM F

Equipment Distribution

Purpose of Work Form F

This work form is used to calculate and distribute the current year expenditures and depreciation on equipment. It is completed or printed for each organization unit and the distribution is made to each function within the organizational unit.

Procedures and Definitions

Both current year expenditures and depreciation of equipment costs are distributed from the organizational structure to the ICS using one of the following methods:

1. A use study which analyzes the time or extent of the use of specific equipment by each function supported by an organizational unit.
2. The best estimate of use according to the supervisor of the organizational unit.
3. A parameter used to distribute among functions; e.g., student credit hours, number of professional staff, net assignable square feet, etc.

Column (a) Equipment Costs Current Year - These are the expenditures made during the academic year being studied.

Column (b) Equipment Depreciation - A ten-year straight line depreciation is used for all equipment acquired before the end of the academic year being analyzed. This amount is computed by dividing the cost of equipment acquired (and still in use) during the past ten years (including the year being costed) by ten. Equipment purchased prior to this time is considered to have zero value for costing purposes.

WORK FORM F
Equipment Distribution

Organizational Unit	Function	(a) Equipment Costs Current Year	(b) Equipment Deprec.

Rev. 9/86

SECTION 7

SCHEDULE OF STUDENT FEES

FW-1

Purpose of the Report

There is considerable legislative and other interest in fees charged students in community colleges. The Schedule of Student Fees report (FW-1) displays a schedule of student fees.

Instructions for Report (FW-1)

The information for this report represents student fee charges for the current (as of October 1) year.

The following instructions will be used to complete the FW-1 report. They appear under the report format.

1. The categories "Advanced and Professional," "Postsecondary Vocational" and "College Preparatory" are charged per student credit hour. The remaining categories are charged on a credit hour equivalent basis. This should be determined by deriving the average charge per student per instructional hour (Teacher contact hour) and then calculating the credit hour equivalent charges. For example, if the average charge per student per instructional hour for Lifelong Learning courses is \$.17 then the credit hour equivalent charge is \$5.00 (i.e., $30 \times \$.17$, since thirty (30) instructional hours are equivalent to one student credit hour for this purpose). Note: Please refer to 6A-14.054, FAC Student Fees.
2. Tuition must be at least equal to matriculation.
3. Indicate for each program area the percent of student credit hours or credit hour equivalents which are represented by out-of-state students.
4. Student financial aid fees may not exceed 5% of the matriculation and tuition fees.
5. Student activity and service fees may not exceed 10% of the matriculation fees.

Rev. 9/87

DIVISION OF COMMUNITY COLLEGES
SCHEDULE OF STUDENT FEES
Fall Term 1987

Categories	Matricu- lation	Tuition	Percent Out-of- State	Student Financial Aid Fee	Student Activity & Service Fee
Advanced and Professional					
Postsecondary Vocational					
Postsecondary Adult/Vocational					
Supplemental Vocational					
College Preparatory					
Vocational Preparatory					
Adult Elementary & Secondary					
Lifelong Learning					
Recreational & Leisure Time					

INSTRUCTIONS

1. The categories "Advanced and Professional," "Postsecondary Vocational" and "College Preparatory" are charged per student credit hour. The remaining categories are charged on a credit hour equivalent basis. This should be determined by deriving the average charge per student per instructional hour (Teacher contact hour) and then calculating the credit hour equivalent charges. For example, if the average charge per student per instructional hour for Lifelong Learning courses is \$.17 then the credit hour equivalent charge is \$5.00 (i.e., 30 x \$.17, since thirty (30) instructional hours are equivalent to one student credit hour for this purpose). Note: Please refer to 6A-14.054, FAC Student Fees.
2. Tuition must be at least equal to matriculation.
3. Indicate for each program area the percent of student semester hours or credit hour equivalents which are represented by out-of-state students.
4. Student financial aid fees may not exceed 5% of the matriculation and tuition fees.
5. Student activity and service fees may not exceed 10% of the matriculation fees.

RETURN TO: Division of Community Colleges, Department of Education, Knott Building, Tallahassee, Florida, 32399, by October 15, 1987.

SECTION 8

FACILITIES INVENTORY REPORT

IU-1, 2, 3, 4

Purpose of Facilities Inventory

The Facilities Inventory provides the data base for all reports involving the physical facilities of a college. From these reports, evaluations and decisions are made which affect the future of the college.

The data are used in many ways: for determining the number of existing student stations and the instructional capacity, for planning sites, for conducting the educational plant survey, for identifying space needs used for the capital outlay budget request, and for generating funding needs for facilities depreciation. With all these applications, it is critical for these data to be correct.

Further, Sections 235.041(5), 235.15, 235.41(2) and 235.435(1)(a) of the Florida Statutes require that an updated facilities inventory be maintained for use by the Office of Educational Facilities, Department of Education.

Overview of Facilities Inventory

The Facilities Inventory contains information about each site, each facility on each site and each room in each building used by the college. All facilities owned by the college, including those for which the Legislature has appropriated funds, are included in the inventory. Leased or shared sites, facilities and rooms also are included when the agreement for leasing or sharing is for more than one year. For the purposes of the facilities inventory, the following definitions are used:

- Site - A space of ground occupied or to be occupied by an educational facility or program.
- Facility - A building, structure or special use area built, installed or established to serve educational purposes.
- Building - A structure enclosed with exterior walls or covered by a roof designed for the housing, shelter, enclosure, or support of individuals, animals, chattels, or property of any kind.
- Room - A delimited area defined by the college as a room.

Information on joint-use sites and facilities, when the college is either host or visitor, is included in the inventory. Information for all rooms is included for facilities owned by the college. Rooms assigned to or shared by visitors will be coded appropriately under Room Use Code and Room Joint-Use Code. For facilities owned by another institution, room information is included only for the rooms assigned to the college or rooms that the college shares. A joint-use site or facility is one that is designated as such in advance of its acquisition or construction, that is, one specifically funded for cooperative use. For all joint-use facilities there are:

1. the host institution that owns, maintains and operates the facility, and
2. one of more visitor institutions that use some of the space in the building.

In addition to maintaining the Facilities Inventory, the college is responsible for submitting a complete file of building schematics and site plans to the Office of Educational Facilities. This file of simple line drawings includes the configuration of rooms for each building (schematic) and the layout of facilities on each site (site plan) contained in the Facilities Inventory. The drawings are to be on letter or legal-size paper and labeled appropriately. They are to be updated whenever changes are made.

General Description of Report

The Facilities Inventory consists of three files: site file, facility file and room file. Each entry in the files is uniquely identified by its key element. The key element for a site is site number. The key element for a facility consists of site number and facility number. For a room, it is the combination of site number, facility number, and room number. When the files are updated, data are referenced by these unique identifying numbers.

This report provides the means for updating the inventory by adding, changing or deleting entries in the existing files. Typically, the inventory is updated by using the Inventory Update (IU) forms included in this section. The IU-1, Site Update, is the form used for updating information in the site file. The IU-2, Facility Update, is for the facility file. The IU-3, Room Update, is for the room file. The IU-4, Number Change, is used for all number changes, whether for the site, facility or room file. The inventory also may be updated by equivalent data on computer tape.

The annual update cycle of each year reports the facilities as they are on June 30th. This inventory is used in the preparation of the capital outlay budget request. An additional update is

prepared by a college when it has scheduled an educational plan survey. This update is submitted to the Division sixty days prior to the survey. In the event that a college has no updating activity during a regular update cycle, a letter is to be sent to the Division stating this fact.

General Instructions for Report

A. Requirements for Types of Transactions

The IU-1, 2 and 3 forms allow for three types of transactions:

1. new entry
2. change of existing entry
3. deletion of existing entry

Every transaction type 1, new entry, requires that data must be entered in every field. Any exceptions to this requirement are specified under the Definitions and Instructions sections below.

A transaction type 2, change of existing entry, requires that the numbers which uniquely identify the space must be entered in the key fields. Then additional data are entered only in the fields which need to be changed. Do not reenter correct data that already exists in the inventory.

Transaction type 3, deletion of existing entry, requires that only the numbers which identify the space must be entered in the key fields. Do not reenter any other data.

B. Data Entry by Numeric Codes

Numeric codes must be used to enter data on the IU forms. Only numbers are to be used; no dashes, slashes, commas, periods, etc. are allowed. Descriptive words must not be used on these entry forms even though the final printout contains them. The only places where characters other than numbers are allowed on the IU forms are the site, facility and room name fields, the room number prefix and the room number suffix.

C. Right-Justified Fields

All numeric data fields are right-justified. Do not annex leading zeros to the left-hand side to fill in the fields.

D. Data Entered on Each Line

Data must be entered in every necessary field on each line of entry of an IU form. Do not use squiggly lines or ditto marks to carry data down the page.

E. Name Fields

The fields for site name, facility name and room name are twenty (20) characters wide. If longer names are entered on IU forms, they are truncated to twenty places. The characters that are allowed in the name fields include letters, numerals, blanks, periods, commas, hyphens, slashes and parentheses. Other characters are changed to blanks. Ampersands are not allowed.

F. Format for Dates

All dates entered in the data fields on the IU forms must be in the form YYMM which stands for the last two digits of the year and two places for the month. (For example, June 1980 is entered as 8006. The day of the month is not reported. Dashes and slashes are not allowed. When the month is not known, two zeros are used.

At the bottom of each IU form is a space for the date the update is prepared. This is entered with the update data and appears under the "Last Update" column on the printout. The dates dictate the chronological order in which updates are implemented. When the order of implementation is critical, as with number changes, different dates can be used on separate forms as a means of manipulating the sequence. The format for the date of preparation is YYMMDD, two places each for year, month and day. (For example, November 15, 1981 is entered 811115.) Dashes and slashes are not allowed.

G. Matching of Sites, Facilities and Rooms

When a site is added to the inventory, it may or may not contain any facilities. But when a facility is added it always must be located on a site. Whenever a building is added to the inventory, the rooms for that building also must be added. When a facility other than a building is added, it probably will not have any rooms. Further, no rooms can be added without the addition of the building which contains them. A facility cannot exist without a site. A building cannot exist without rooms and rooms cannot exist without a building.

Likewise, when a site is deleted, the facilities on that site and the rooms in the buildings on that site also must be deleted. When a site remains, but a building is deleted, the rooms in that building also must be deleted.

H. Organization of Report

Each IU form must include the name of the college, the name of the person who prepared the form and the date the form was prepared. All of the update forms for one cycle are to be batched together with the IU-4 forms placed first, followed by the IU-1 forms, then the IU-2 forms and finally the IU-3 forms. The complete batch of forms is to be numbered successively. For ease of reference, the updates should be in numerical order as they appear in inventory, by site number, facility number and room number.

Definitions and Instructions for Site Update, IU-1

Each data field which appears on the IU-1, Site Update form is described below. Definitions of codes and special instructions are given for each field. Unless otherwise specified, fields are one place wide and codes are numeric only.

Data Fields

1. IU Number - Required for all transactions.

The inventory file to which the entry applies. It is preprinted on the IU.

<u>Code</u>	<u>Definition</u>
1	Site file

2. Transaction Type - Required for all transactions.

The type of transaction which applies to the entry is represented by the following codes:

<u>Code</u>	<u>Definition</u>
1	New entry
2	Change of existing entry
3	Deletion of existing entry

3. Site Number - Required for all transactions.

Two-place field. This is a unique number among all site numbers for the college. It is the key element for identifying a site within the file.

4. Site Name - Required for transaction type 1.

Twenty-place field. Alpha/numeric (see Item E, Name Fields under General Instructions for Report, above).

5. Site Type - Required for transaction type 1.

Designation of the nature of the site is represented by the following codes:

<u>Code</u>	<u>Definition</u>
1	Campus - An instructional and administrative unit of a community college, consisting of college owned facilities and staffed primarily by full-time personnel. It houses a full range of instructional services and of institutional, instructional, and student support services. Facilities and other resources are sufficient to accommodate at least one thousand (1,000) Full-Time Equivalent (FTE) students and is in compliance with the criteria established in Rule 6A-2.039(1)(a)5., FAC.
2	Center - An instructional and administrative unit with limited support services. It consists of college owned or unowned facilities and is staffed primarily by full-time personnel. It does not necessarily offer a full range of instructional programs or courses and is in compliance with the criteria established in Rule 6A-2.039(1)(a)5., FAC.
3	Special purpose center - A unit of a community college consisting of college owned facilities or unowned facilities leased for more than one year that provides a limited number of special, clearly defined programs or services, such as instruction or administration and is in compliance with Rule 6A-2.039(1)(a) 6., FAC.
4	Instructional Site - An instructional unit of a community college that offers students a very limited range of instructional programs or courses in unowned facilities leased for one year or less with no support services.
0	Other

6. Site Area in Acres - Required for transaction type 1.

Six-place field. This is the area of site in acres. It may contain two decimal places. If site ownership is code 9, then the area can be zero.

7. Site Ownership - Required for transaction type 1.

The agency with which the title to the site rests.

<u>Code</u>	<u>Definition</u>
0	Owned, Joint-use facility host.
1	Owned in fee simple.
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether site is shared with another institution or organization).
3	Title vested in a holding company or land corporation to which payments are being made by the institution; title ultimately will pass to the institution (includes lease-purchase arrangements).
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a noneducational institution).
9	Unowned, Joint-use facility visitor.

8. Site Length of Holding - Required for transaction type 1.

Two-place field. This is the number of years for which a site is leased or shared. Use zero for more than 99 years. Use zero for owned site.

9. Site Acquisition Means - Required for transaction type 1.

The means by which the site was acquired.

<u>Code</u>	<u>Definition</u>
1	Purchase
2	Gift
3	Gift and purchase
4	Transfer from Board of Public Instruction
5	Lease or rental agreement
6	Other

10. Site Acquisition Date - Required for transaction type 1.

Four-place field YYMM form (two places each for year and month). This is the year and month in which the site was acquired. Do not enter dashes or slashes.

Definitions and Instructions for Facility Update, IU-2

Each data field which appears on the IU-2, Facility Update form is described below. Definitions of codes and special instructions are given for each field. Unless otherwise specified, fields are one place wide and codes are numeric only.

Data Fields

1. IU Number - Required for all transactions.

The inventory file to which the entry applies. Preprinted on the IU.

<u>Code</u>	<u>Definition</u>
2	Facility file

2. Transaction Type - Required for all transactions.

(See Item 2, Transaction Type under Site Update, above.)

3. Site Number - Required for all transactions.

(See Item 3, Site Number under Site Update, above.)

4. Facility Number - Required for all transactions.

Four-place field. This is a unique number among all facility numbers for the site. It is part of the key element for identifying a facility within the file.

5. Facility Name - Required for transaction type 1.

Twenty-place field. Alpha/numeric (see Item E, Name Fields under General Instructions for Report, above).

6. Facility Type - Required for transaction type 1.

Designation of the nature of the facility.

<u>Code</u>	<u>Definition</u>
1	Building
2	Parking Area
3	Athletic Area
4	Agricultural field
5	Outdoor swimming pool
0	Other

7. Facility Status - Required for transaction type 1.

Classification of the life of the facility is represented by the following codes:

<u>Code</u>	<u>Definition</u>
1	Permanent
2	Temporary
3	Under construction

All facilities owned or leased for one year or more must be entered into the inventory. Leased facilities and facilities acquired as gifts or with nonappropriated funds will be entered during the first update cycle following acquisition of the facility. Facilities funded through legislative appropriations will be entered during the June 30 update cycle immediately preceding the effective date of the appropriation. Facility status code 3 is used until the final inspection. At that time, the code is changed to either 1 or 2.

8. Facility Condition - Required for transaction type 1.

The physical quality of the facility is represented by the following codes:

<u>Code</u>	<u>Definition</u>
1	Satisfactory: Suitable for continued use with normal maintenance.

- 2 Remodeling-A: Requires restoration to present acceptable standards without major room-use changes, alterations or modernizations. The approximate cost of Remodeling-A is up to 25 percent of the estimated replacement cost of the facility.
- 3 Remodeling-B: Requires major updating and/or modernization of the facility. The approximate cost of Remodeling-B is between 25 and 50 percent of the estimated replacement cost of the facility.
- 4 Remodeling-C: Requires major remodeling of the facility. The approximate cost of Remodeling-C is more than 50 percent of the estimated replacement cost of the facility.
- 5 Demolition: Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for space or the availability of funds for replacement.
- 6 Termination: Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacating of leased space.

An unsatisfactory facility condition code, code 5, demolition or code 6, termination, can be entered for a facility only at the recommendation of the education plant survey in the written survey report or with the written concurrence of the Survey Section of the Office of Educational Facilities.

9. Facility Area in Gross Square Feet - Required for transaction type 1 unless the facility is not a building (facility type codes 2, 3, 4, 5, 0).

If facility ownership is code 9, then the area can be 0.

Six-place field. This is the sum of the floor areas of the building included within the outside face of exterior walls for all stories or for areas that have floor surfaces. Gross area is computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Round to nearest square foot.

10. Facility Ownership - Required for transaction type 1.

The agency with which the title to the facility rests is represented by the following codes:

<u>Code</u>	<u>Definition</u>
0	Owned, Joint-use facility host.
1	Owned in fee simple.
2	Title vested in the institution being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).
3	Title vested in holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution (includes lease-purchase arrangements).
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a post-secondary institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.
8	Other (e.g., not owned by the institution, but shared with a non-educational institution).
9	Unowned, Joint-use facility visitor.

11. Facility Length of Holding - Required for transaction type 1.

Two-place field. This is the number of years for which the facility is leased or shared. Use zero for more than 99 years. Use zero for owned facility.

12. Facility Inspection Date - Required for transaction type 1 unless the facility is not a building (facility type codes 2, 3, 4, 5, 0) or unless the facility is under construction (facility status code 3) or unless the facility is unowned (facility ownership codes 4, 5, 6, 7, 8, 9). Required when facility status code 3 is changed to code 1 or 2.

Four-place field. YYMM form (two places each for year and month). This is the year and month in which the Certificate of Final Inspection was issued for facility constructed for the college. It is the year and month in which construction was completed for purchased facility. Do not enter dashes or slashes.

Definitions and Instructions for Room Update, IU-3

Each data field which appears on the IU-3, Room Update form is described below. Definitions of codes and special instructions are given for each field. Unless otherwise specified, fields are one place wide and codes are numeric only.

At the time that a facility whose status is under construction is entered into the inventory (see Item 7, Facility Status under Definitions and Instructions for Facility Update, IU-2, above), the rooms for that building must be entered into the inventory. Individual rooms may be entered based on information taken from the construction drawings. Or, pseudo rooms may be used to enter aggregates of the area and the student stations for the appropriate room-use code. When the building is completed, the room file is updated to report the rooms as built.

Data Fields

1. IU Number - Required for all transactions.

The inventory file to which the entry applies. Preprinted on the IU.

<u>Code</u>	<u>Definition</u>
3	Room file

2. Transaction Type - Required for all transactions. (See Item 2, Transaction Type under Site Update, above.)
3. Site Number - Required for all transactions. (See Item 3, Site Number under Site Update, above.)
4. Facility Number - Required for all transactions. (See Item 4, Facility Number under Facility Update, above.)
5. Room Number - Required for all transactions.

Five-place field. First place is alpha/numeric; last four places are numeric only. When alpha prefix is used, all five places must be filled. When numeric is used, field is right-justified and leading zeros are not used.

The combination of room number and room-number suffix (see Item 6, below) must be unique among all room number and room-number suffix combinations for the facility. It is part of the key element for identifying a room within the file.

6. Room Number Suffix - Optional for transaction type 1; required for transaction types 2 and 3 if suffix already exists.

Alpha/numeric. This is a unique letter or number among all suffixes for the room number. If suffix exists, it is part of the key element for identifying a room within the file. If no suffix exists, leave blank since a zero entry could be read as the letter "O".

7. Room Name - Required for transaction type 1.

Twenty-place field. Alpha/numeric (see Item E, Name Fields under General Instructions for Report, above). Name is assigned to room by the college, except classroom for laboratory-related instruction is always named RELATED INSTRUCT. It may describe use of room.

8. Room-Use Code - Required for transaction type 1.

Three-place field. This is a description of the use for which the room is designed. For detailed definitions, refer to the Higher Educational Facilities Inventory and Classification Manual, 1973 published by the United States Office of Education. Room use codes are provided as follows:

<u>Group</u>	<u>Code</u>	<u>Definition</u>
Classroom:	110	Classroom
	115	Classroom Service
Laboratory:	210	Class Laboratory
	212	Related Instruction Classroom
	215	Class Laboratory Service
	220	Special Class Laboratory
	225	Special Class Laboratory Service
	230	Individual Study Laboratory
	235	Individual Study Laboratory Service
	240	Student Computer Terminal Rooms
	245	Student Computer Terminal Service
	250	Nonclass Laboratory
	255	Nonclass Laboratory Service
Office:	310	Office
	315	Office Service
	350	Conference Room (Office Related)
	355	Conference Room Service (Office Related)

Study:	410	Reading/Study Room
	420	Stack
	430	Open-Stack Reading Room
	440	Processing Room
	455	Study Service
Special Use:	510	Armory
	515	Armory Service
	520	Athletic/Physical Education
	523	Athletic Facilities Spectator Seating
	525	Athletic/Physical Education Service
	530	Audiovisual, Radio, TV
	535	Audiovisual, Radio, TV Service
	540	Clinic (Nonhealth Professions)
	545	Clinic Service (Nonhealth Professions)
	550	Demonstration
	555	Demonstration Service
	560	Field Building
	570	Animal Quarters
	575	Animal Quarters Service
	580	Greenhouse
	585	Greenhouse Service
	590	Other
General Use:	610	Assembly
	615	Assembly Service
	620	Exhibition
	625	Exhibition Service
	630	Food Facilities
	635	Food Facilities Service
	650	Lounge
	655	Lounge Service
	660	Merchandising Facilities
	665	Merchandising Facilities Service
	670	Recreation
	675	Recreation Service
	680	Meeting Room
	685	Meeting Room Service
	690	Locker Room
Supporting:	710	Data Processing/Computer
	715	Data Processing/Computer Service
	720	Shop
	725	Shop Service
	730	Storage
	735	Storage Service
	740	Vehicle Storage Facility
	745	Vehicle Storage-Facility Service
	750	Central Food Stores
	760	Central Laundry
Health-Care:	810	Patient Bedroom
	820	Patient Bath
	830	Nurse Station
	840	Surgery
	850	Treatment

	860	Service Laboratory
	870	Supplies
	880	Public Waiting
	895	Health Care Service
Residential:	910	Sleep/Study without Toilet/Bath
	919	Toilet/Bath
	920	Sleep/Study with Toilet/Bath
	935	Sleep/Study Service
	950	Apartment
	955	Apartment Service
	970	House
Nonassignable:	010	Custodial Area
	020	Circulation Area
	030	Mechanical Area and Toilet Room
	040	Structural Area
	050	Joint-Use Rooms used by visitor
Unsatisfactory:	001	Classroom
	002	Laboratory
	003	Other

Note: Unsatisfactory - Room which either:

- (1) is in an unsatisfactory building, as recorded by the educational plant survey in the written survey report, or as documented by written concurrence of the survey section of the Office of Educational Facilities; or
- (2) has been evaluated and coded by the educational plant survey as unsatisfactory for the purpose it serves due either to condition or size, even though it is located in a satisfactory building.

9. Room Area in Net Square Feet - Required for transaction type 1.

Six-place field. This is the floor area of the room computed by measuring from the inside surfaces of the walls, excluding unusable areas having less than six feet, six inches clear headroom. Round to nearest square foot.

For some reports, room areas are grouped into space categories. The combination of the room-use code and the information classification structure code for a room determines into which category the area is placed. The ten assignable space categories are: classroom, academic laboratory, vocational laboratory, physical education, library, audiovisual, auditorium/exhibition, student services, offices and support services.

10. Room Information Classification Structure (ICS) Code - Required for transaction type 1.

Eight-place field. This is the Florida Community College Information Classification Structure code that identifies the program or function to which the activities in the room contribute. The codes and definitions are found in "Section 2" and "Appendix B" of the Community College Management Information System (CCMIS) Procedures Manual.

The ICS code for a classroom for laboratory-related instruction (room-use code 212) is always the same as for the laboratory to which it is related. All eight places in the field must be filled. Use numbers only. Do not separate numbers with dashes or decimal points.

11. Room Joint-Use Code - Required for transaction type 1.

To identify if a room is in a Joint-use facility, and if so, whether the room is assigned totally to the college, if the college shares the room with another institution, or if the room is assigned totally to another institution, the following codes are used:

<u>Code</u>	<u>Definition</u>
0	Room is not in a joint-use facility.
1	Room is in a joint-use facility and assigned to the college.
2	Room is in a joint-use facility and is shared by the college.
3	Room is in a joint-use facility and is assigned to visitor institution.

Definitions and Instructions for Number Change, IU-4

The function of the number change transaction is to change the value of any key element to a different value. That is, it changes a number which uniquely identifies either a site, a facility or a room to another unique number. The IU-4 is used to enter number changes for all three files: site, facility and room.

The data fields which appear on the IU-4, Number Change form are described below. Instructions are given for entering numbers. Then general procedures related to changing numbers are discussed.

Data Fields

1. IU Number - Required for all transactions.

The type of transaction which applies to the entry is preprinted on the IU.

<u>Code</u>	<u>Definition</u>
4	Number change

2. File Number - Required for all transactions.

The inventory file to which the number change applies is represented by the following codes:

<u>Code</u>	<u>Definition</u>
1	Site file
2	Facility file
3	Room file

3. Existing Key Element - Required for all transactions.

This is the complete number that currently uniquely identifies the site, the facility or the room for which the number is to be changed. When a site number is to be changed, enter only the existing site number. When a facility number is to be changed, enter both the existing site number and facility number. When a room number is to be changed, enter the combination of its existing site number, facility number and room number. When a room-number suffix is to be changed, enter the combination of its existing site number, facility number, room number and room-number suffix.

4. New Key Element - Required for all transactions.

This is either the partial number or the complete number that is required to change an existing key element to another desired key element. Enter only the changed part of a new number. Do not reenter an already existing (unchanged) part of a new number. For example, when a facility number is to be changed but its site number stays the same, enter only the new facility number. But when both the site number and the facility number are to be changed, enter both the site number and the new facility number. If a room number is to be changed, but its site number and facility number stay the same, enter only the new room number.

General Procedures Related to Changing Numbers

1. Changes Applied to One or All Entries in File

One number change can be applied to a single entry in a file or to all entries within a file. Two factors relate to whether a change applies to one or to all entries: (1) the file number indicated on the line of entry on the IU-4 and (2) the level of detail indicated in the existing key element. Specific requirements for transactions are explained under Types of Number Change Transactions in "Appendix D, Facilities Inventory Update Examples."

2. Maintaining Uniqueness of Key Elements

Two principles that effect number changes are: (1) key elements are unique and (2) dates of entry determine the sequence of transactions. Key elements must be unique and cannot be duplicated at any one point in time. That is, every single site, facility and room within the inventory files must be individually identifiable by its own complete number. However, number change transactions within the same file can be done simultaneously. That is, numbers within the same file can be switched around (for example, sites 1, 2 and 3 can become sites 3, 1 and 2 respectively) provided all of the number changes are entered on the same day.

The date of entry is the day indicated on the line for date prepared at the bottom of an IU form. When numbers are switched on the same day, key elements are not duplicated. Of course, if one number is changed to a second number, the second number also must be changed to another number. If the second number is not changed, then its site, facility or room must have been deleted beforehand on an IU form indicating an earlier date.

3. Complex Updating Situations

Dates of entry can be manipulated to assure the proper sequencing of update transactions. (Date of entry is defined in the paragraph above.) This is especially significant when a complex series of operations is required to update the inventory. Key elements may need to be changed in two or three files and data may need to be added, changed and/or deleted within one or more files.

The following chronological order of entry will accomplish complex updating. Enter the transactions for each "day" using different dates on separate forms. Use only the steps required to achieve the results desired.

First Day

Step 1: Change existing site numbers to new site numbers in the site file, facility file and room file, using the IU-4.

Step 2: Change existing facility numbers to new facility numbers in the facility file and room file, using the IU-4.

Second Day

Step 3: Change existing room numbers (a new site number and a new facility number from the first day now are part of the existing key element for a room) within a facility to new room numbers in the room file, using the IU-4.

Changes cannot be made simultaneously to both a facility number and a room number within the room file. This has to be accomplished by two transactions: Step 2 and Step 3. Or, a complete existing room number can be deleted and a complete new room number can be added by using the IU-3.

Second Day or Third Day

Step 4: Update data in the site file, using the IU-1, and in the facility file, using the IU-2. (New site numbers and new facility numbers from the first day now are existing numbers.)

Third Day

Step 5: Update data in the room file, using the IU-3. (New room numbers from the second day now are existing room numbers.)

4. Additional Comments about Number Changing

Any update which applies to a space for which the number has been changed must refer to the new key element, which has become the existing key element.

When a site number no longer exists, then no facility numbers or room numbers can exist for that site. Likewise, when a facility number no longer exists, then no room numbers can exist for that facility.

The number change transaction is efficient when used properly. If the mechanics of using it are not understood, number changes also can be accomplished by a series of deletions and additions, using the IU-1, 2 or 3. A deletion is transacted for every space for which a number is to be changed. Then an addition is transacted for every space which is to have a new number by reentering the complete line of existing data but using the new number.

NOTE: For examples of number change transactions, please refer to "Appendix F, Facilities Inventory Update Examples."

DIVISION OF COMMUNITY COLLEGES
FACILITIES INVENTORY
SITE UPDATE

College: _____

IU No.	Trans. Type*	Site No. **	Name	Type	Area in Acres	Owner- ship	Length of Holding	Acquisition	
								Means	Date
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									
1									

8.21

IU-1 *Transaction Type: 1 - New Entry, 2 - Change of Existing Entry, 3 - Deletion of Existing Entry

**Key Field Must be Coded

Coding Summary for IU-1, Site Update

Site Number: Assigned by college. Key element.

Name: Assigned by college. Twenty places.

Type:

- 1 - Campus
- 2 - Center
- 3 - Special purpose center
- 4 - Instructional Site
- 0 - Other

Area in Acres: Area in acres. May contain two decimal places.

Ownership:

- 0 - Owned, Joint-use facility host
- 1 - Owned in fee simple
- 2 - Institution amortizing
- 3 - Institution paying holding company
- 4 - Unowned, leased or rented
- 5 - Unowned, nominal rate
- 6 - Unowned, shared with nonpost-secondary
- 7 - Unowned, shared with postsecondary
- 8 - Other
- 9 - Unowned, Joint-use facility visitor

Length of Holding: Number of years of lease or sharing. Zero for owned.

Acquisition Means:

- 1 - Purchase
- 2 - Gift
- 3 - Gift and purchase
- 4 - Transfer from Board of Public Instruction
- 5 - Lease or rental agreement
- 6 - Other

Acquisition Date: Year and month site acquired. YYMM form.

Date Prepared: Year, month and day IU-1 prepared. YYMMDD form.

DIVISION OF COMMUNITY COLLEGES
FACILITIES INVENTORY
FACILITY UPDATE

College: _____

I U #	Trans. Type *	Site No. **	Facil- ity No. **	Name	T Y p e	Sta- tus	Condi- tion	Area in Gross Sq. Ft.	Owner- ship	Length of Holding	Inspec- tion Date
2											
2											
2											
2											
2											
2											
2											
2											
2											
2											
2											
2											
2											

IU-2 *Transaction Type: 1 - New Entry, 2 - Change of Existing Entry, 3 - Deletion of Existing Entry

**Key Field Must be Coded

Rev. 8/87

219

Prepared by: _____ Date: _____

Coding Summary for IU-2, Facility Update

Site Number: Assigned by college. Key element.

Facility Number: Assigned by college. Key element.

Name: Assigned by college. Twenty spaces.

Type:

- 1 - Building
- 2 - Parking area
- 3 - Athletic area
- 4 - Agricultural field
- 5 - Outdoor swimming pool
- 0 - Other

Status:

- 1 - Permanent
- 2 - Temporary
- 3 - Under construction

Condition:

- 1 - Satisfactory
- 2 - Remodeling-A
- 3 - Remodeling-B
- 4 - Remodeling-C
- 5 - Demolition
- 6 - Termination

Area in Gross Square Feet: Area in gross square feet. Round to nearest square foot.

Ownership:

- 0 - Owned, Joint-use facility host
- 1 - Owned in fee simple
- 2 - Institution amortizing
- 3 - Institution paying holding company
- 4 - Unowned, leased or rented
- 5 - Unowned, nominal rate
- 6 - Unowned, shared with nonpostsecondary
- 7 - Unowned, shared with postsecondary
- 8 - Other
- 9 - Unowned, Joint-use facility visitor

Length of Holding: Number of years of lease or sharing. Zero for owned.

Inspection Date: Year and month Certificate of Final Inspection issued for facility constructed for college or construction completed for purchased facility. YYYY form.

Date Prepared: Year, month and day IU-2 prepared. YYYYMMDD form.

DIVISION OF COMMUNITY COLLEGES
FACILITIES INVENTORY
ROOM UPDATE

College: _____

I U #	Trans- action Type *	Site # **	Facil- ity # **	Room**		Name	Use Code	Area in Net Sq.Ft.	Informa- tion Classifi- cation Structure Code	Room Joint- Use Code
				Number	Suffix					
3										
3										
3										
3										
3										
3										
3										
3										
3										
3										
3										
3										

8.25

IU-3 *Transaction Type: 1 - New Entry, 2 - Change of Existing Entry, 3 - Deletion of Existing Entry

**Key Field Must be Coded

Rev. 12/87

Prepared by: _____ Date: _____

222

223

Coding Summary for IU-3, Room Update

Site Number:	Assigned by college. Key element.
Facility Number:	Assigned by college. Key element.
Room Number:	Assigned by college. Key element.
Room Number Suffix:	Assigned by college. Optional. Key element if suffix exists.
Name:	Assigned by college. Twenty places.
Use Code:	Code for use for which room designed. Codes listed in Item 8, Room-Use Code, under Definitions and Instructions for Room Update, IU-3.
Area in Net Square Feet:	Area in net square feet. Round to nearest square foot.
Information Classification Structure Code:	Code to identify program or function to which activities in room contribute. Codes found in "Section 2" and "Appendix B" of <u>Community College Management Information System Procedures Manual</u> .
Room Joint Use Code:	0 - Not in Joint-use facility 1 - Joint-use, assigned to college 2 - Joint-use, shared 3 - Joint-use, assigned to visitor
Date Prepared:	Year, month and day IU-3 prepared. YYMMDD form.

DIVISION OF COMMUNITY COLLEGES
FACILITIES INVENTORY
NUMBER CHANGE

College: _____

IU Number	File No.*	EXISTING KEY ELEMENT				NEW KEY ELEMENT			
		Site Number	Facility Number	Room		Site Number	Facility Number	Room	
				Number	Suffix			Number	Suffix
4									
4									
4									
4									
4									
4									
4									
4									
4									
4									
4									
4									
4									
4									
4									

IU-4 *Site File = 1 Facility File = 2 Room File = 3

Prepared by: _____ Date: _____

Rev. 8/87

Coding Summary for IU-4, Number Change

Existing Key Element: Complete number that currently identifies site, facility or room for which number is to be changed.

New Key Element: Partial number or complete number required to change existing key element to another desired key element.

Date Prepared: Year, month and day IU-4 prepared. YYMMDD form.

Machine Record Format for Site Update (IU-1)

Item Number	Card Column(s)	Field Width	Field Type	Field Name
1	1-6	6	N	College Name - FICE Number
2	7-12	6	N	Date of Update - YYMMDD
3	13	1	N	IU Number - 1 for site
4	14	1	N	Transaction Type ⁽¹⁾⁽²⁾
5	15-16	2	N	Site Number
6	17-36	20	A/N	Name ⁽³⁾
7	37	1	N	Type
8	38-43	6	N	Area in Acres
9	44	1	N	Ownership
10	45-46	2	N	Length of Holding
11	47	1	N	Acquisition Means
12	48-51	4	N	Acquisition Date - YYMM
13	52-80	29		(Blank)

- NOTES:
- (1) Transaction types:
 - 1 - new entry
 - 2 - change of existing entry
 - 3 - deletion of existing entry
 - 4 - file dump from Division to college
 - (2) If transaction type is 1, each field must have an entry.
 - (3) Must be left-justified. All other fields may be right or left-justified, zero or blank-filled.

Machine Record Format for Facility Update (IU-2)

Item Number	Card Column(s)	Field Width	Field Type	Field Name
1	1-6	6	N	College Number - FICE Number
2	7-12	6	N	Date of Update - YYMMDD
3	13	1	N	IU Number - 2 for facility
4	14	1	N	Transaction Type ⁽¹⁾⁽²⁾
5	15-16	2	N	Site Number
6	17-20	4	N	Facility Number
7	21-40	20	A/N	Name ⁽³⁾
8	41	1	N	Type
9	42	1	N	Status
10	43	1	N	Condition
11	44-49	6	N	Area in Gross Square Feet
12	50	1	N	Ownership
13	51-52	2	N	Length of Holding
14	53-56	4	N	Inspection Date - YYYY
15	57-80	24		(Blank)

- NOTES:
- (1) Transaction types:
- 1 - new entry
 - 2 - change of existing entry
 - 3 - deletion of existing entry
 - 4 - file dump from Division to college
- (2) If transaction type is 1, each field must have an entry. Exceptions are when item 9 is coded 3, blanks are allowed for item 14; when item 12 is coded 4, 5, 6, 7, 8, or 9, blanks are allowed for item 14; when item 8 is coded 2, 3, 4, 5 or 0, blanks are allowed for items 11 and 14.
- (3) Must be left-justified. All other fields may be right or left-justified, zero or blank-filled.

Machine Record Format for Room Update (IU-3)

Item Number	Card Column(s)	Field Width	Field Type	Field Name
1	1-6	6	N	College Number - FICE number
2	7-12	6	N	Date of Update - YYMMDD
3	13	1	N	IU Number - 3 for room
4	14	1	N	Transaction Type ⁽¹⁾⁽²⁾
5	15-16	2	N	Site Number
6	17-20	4	N	Facility Number
7	21-25	5	A/N	Room Number ⁽³⁾
8	26	1	A/N	Room Number Suffix ⁽²⁾
9	27-46	20	A/N	Name ⁽⁴⁾
10	47-49	3	N	Use Code
11	50-55	6	N	Area in Net Square Feet
12	56-63	8	N	ICS Code
13	64	1	N	Room Joint-use Code
14	65-80	16		(Blank)

- NOTES:
- (1) Transaction types:
 - 1 - new entry
 - 2 - change of existing entry
 - 3 - deletion of existing entry
 - 4 - file dump from Division to college
 - (2) If transaction type is 1, each field must have an entry. Exception is item 8 is optional.
 - (3) Column 21 is A/N, columns 22-25 are numeric; right-justify.
 - (4) Must be left-justified. All other fields may be right or left-justified, zero or blank-filled.

Machine Record Format for Number Change (IU-4)

Item Number	Card Column(s)	Field Width	Field Type	Field Name
1	1-6	6	N	College Number - FICE Number
2	7-12	6	N	Date of Update - YYMMDD
3	13	1	N	IU Number - 4 for number change ⁽¹⁾
4	14	1	N	File Number ⁽²⁾
5	15-16	2	N	Existing Site Number
6	17-20	4	N	Existing Facility Number
7	21-25	5	A/N	Existing Room Number ⁽³⁾
8	26	1	A/N	Existing Room Number Suffix
9	27-28	2	N	New Site Number
10	29-32	4	N	New Facility Number
11	33-37	5	A/N	New Room Number ⁽³⁾
12	38	1	A/N	New Room Number Suffix
13	39-80	42		Blank

NOTES: (1) All fields may be right or left-justified, zero or blank-filled.

(2) File numbers: 1 - site file
2 - facility file
3 - room file

(3) Columns 21 and 33 are A/N, columns 22-25 and 34-37 are numeric; right-justify.

SECTION 9

COMMUNITY COLLEGE STUDENT DATA BASE - PHASE I

Purpose

The Student Data Base, Phase I was primarily established to provide the data required by the Center of Statistics for the Integrated Postsecondary Education State System (IPEDS). The IPEDS survey will gradually replace the HEGIS program.

Objectives

Federal IPEDS reports:

- EF2 - Fall Enrollments Report
- EP2 - Enrollment in Occupationally Specific Programs Report
- R2 - Residence and Migration Report

State report:

Parity Report

<u>Input File</u>	Record Length	=	302
	Blocksize	=	3020
	Record Format	=	Fixed Block

Community College Data Element Dictionary
Student Data Base System - Phase I

TABLE OF CONTENTS

Numerical Order

Element	Name	Page
1	College Code.....	5
2	State when first admitted.....	6
3	Student number.....	8
4	Filler.....	9
5	Student number duplicate key.....	10
6	Citizenship.....	11
7	Ethnicity.....	12
8	Gender.....	13
9	Student birth date.....	14
10	High School graduate.....	15
11	High School graduation date.....	16
12	County and High School code (Florida only)...	17
13	Full-time/Part-time student.....	18
14	College preparatory.....	19
15	Vocational preparatory.....	20
16	Exclusively preparatory.....	21
17	Exclusively off campus.....	22
18	Exclusively foreign country.....	23
19	Degree or certificate seeking.....	24
20	First-time student.....	25
21	First-year student.....	26
22	Transfer student.....	27
23*	Program CIP code.....	28
24*	Program title.....	29
25*	Program level.....	30
26*	Program length.....	31
27*	Hour type.....	32
28*	Award type.....	33
53	Filler.....	34

* Element can repeat up to five times.

Community College Data Element Dictionary
Student Data Base System - Phase I

TABLE OF CONTENTS

Alphabetical Order

Element	Name	Page
28*	Award type.....	33
6	Citizenship.....	11
1	College code.....	5
14	College preparatory.....	19
12	County and High School code (Florida only)...	17
19	Degree or certificate seeking.....	24
7	Ethnicity.....	12
18	Exclusively foreign country.....	23
17	Exclusively off campus.....	22
16	Exclusively preparatory.....	21
4	Filler.....	9
53	Filler.....	34
20	First-time student.....	25
21	First-year student.....	26
13	Full-time/Part-time student.....	18
8	Gender.....	13
10	High School graduate.....	15
11	High School graduation date.....	16
27*	Hour type.....	32
23*	Program CIP code.....	28
26*	Program length.....	31
25*	Program level.....	30
24*	Program title.....	29
2	State when first admitted.....	6
9	Student birth date.....	14
3	Student number.....	8
5	Student number duplicate key.....	10
22	Transfer student.....	27
15	Vocational preparatory.....	20

* Element can repeat up to five times.

Community College Data Elements with Edit Specifications
for Student Data Base System -- Phase I

Phase I - Reporting Objectives:

Federal IPEDS reports:

- EF2 -- Fall Enrollments Report
- EP2 -- Enrollment in Occupationally Specific Programs
Report
- R2 -- Residence and Migration Report

State report:

Parity Report

Input File: Record Length = 302
 Blocksize = 3020
 Record Format = Fixed Block

File Definition : See Attachment

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 01

Name: College Code

Definition: Two digit numeric code derived from alphabetic listing of Community College names (01 thru 28)

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit: Missing Critical
Non-numeric Critical
Not 01 thru 28 Critical
Not first record and not =
to previous record Critical

Table values:

01 = Brevard	15 = Miami-Dade
02 = Broward	16 = North Florida
03 = Central Florida	17 = Okaloosa-Walton
04 = Chipola	18 = Palm Beach
05 = Daytona Beach	19 = Pasco-Hernando
06 = Edison	20 = Pensacola
07 = Fla CC at Jax	21 = Polk
08 = Florida Keys	22 = St. Johns River
09 = Gulf Coast	23 = St. Petersburg
10 = Hillsborough	24 = Santa Fe
11 = Indian River	25 = Seminole
12 = Lake City	26 = South Florida
13 = Lake-Sumter	27 = Tallahassee
14 = Manatee	28 = Valencia

Physical
Description: PICTURE 9(2)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 02

Name: State when first admitted

Definition: The two digit code that represents the state of residence when the student was first admitted at this student level. This code, used throughout the federal government as a state identifier, is known as the FIPS code (Federal Information Processing Standards).

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit:	Missing	Critical
	Non-numeric	Critical
	Invalid code	Critical

Table values:	Alabama	01	New Jersey	34
	Alaska	02	New Mexico	35
	Arizona	04	New York	36
	Arkansas	05	North Carolina	37
	California	06	North Dakota	38
	Colorado	08	Ohio	39
	Connecticut	09	Oklahoma	40
	Delaware	10	Oregon	41
	Dist/Columbia	11	Pennsylvania	42
	Florida	12	Rhode Island	44
	Georgia	13	South Carolina	45
	Hawaii	15	South Dakota	46
	Idaho	16	Tennessee	47
	Illinois	17	Texas	48
	Indiana	18	Utah	49
	Iowa	19	Vermont	50
	Kansas	20	Virginia	51
	Kentucky	21	Washington	53
	Louisiana	22	West Virginia	54
	Maine	23	Wisconsin	55
	Maryland	24	Wyoming	56
	Massachusetts	25	State Unknown	57
	Michigan	26	American Samoa	58
	Minnesota	27	Guam	59
	Mississippi	28	North Marianas	60
	Missouri	29	Puerto Rico	61
	Montana	30	Trust Territory/	
	Nebraska	31	Pacific Islands	62
	Nevada	32	Virgin Islands	63
	New Hampshire	33	Foreign Countries	64

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 02 (Continued)

Physical
Description: PICTURE 9(2)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 03

Name: Student Number

Definition: A nine digit personal identification number that should be the student's social security number. This may be a college derived student number if unique within the college.

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit:	Missing	Critical
	All zeros	Critical
	Duplicate within college	Critical
	Not ascending order	Critical

Table values:

Physical
Description: PICTURE X(9)

Create/Change
Date: 08/25/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 04

Name: Filler

Definition: A two digit number which could be used for possible SSN expansion (not currently used)

Source: CCMIS

Intent:

Edit: No edit

Table values: Blank

Physical
Description: PICTURE 9(2)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 05

Name: Student number duplicate key

Definition: A one digit number which is added to the student number in the case of duplicate student numbers. This digit will allow the duplicate number to remain in the file during the unduplication processing until a correct unique number is provided.

Source: CCMIS

Intent:

Edit:	Missing	Critical
	Non-numeric	Critical

Table values: 0 = No duplicate
1 thru 9 = Duplicate exists

Physical

Description: PICTURE 9(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 06

Name: Citizenship

Definition: A one character code for type of citizen.

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit: Missing Critical
Non-alphabetic Critical
Invalid Code Critical

Table values: A = Non-resident alien
C = Citizen of the United States
P = Permanent Resident Alien

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 07

Name: Ethnicity

Definition: This is a two character code used to indicate the race/ethnic group of the student.

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit: Missing Critical
Non-alphabetic Critical
Invalid code Critical
NR > 1% of total Warning

Table values: BK = Black Non-Hispanic
A person having origins in any of the Black racial groups of Africa.

IN = American Indian or Alaskan Native
A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation and community recognition.

AS = Asian or Pacific Islander
A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

HI = Hispanic
A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture.

WH = White Non-Hispanic
A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

NR = Race was not reported.

Physical
Description: PICTURE A(2)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 08

Name: Gender

Definition: A one character code for the gender of the student.

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit: Missing Critical
Non-alphabetic Critical
Invalid code Critical
X > 1% of total Warning

Table values: M = Male
F = Female
X = Not reported

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 09

Name: Student birth date.

Definition: A six digit number which describes the date of birth of the student; in the format: MMDDYY.

Source: CCMIS

Intent: IPEDS reports

Edit:

Missing	Critical
Non-numeric	Critical
Invalid range month	Warning
Invalid range day	Warning
Age > 85	Warning
Age < 16	Warning

Table values: MM = Month (01 thru 12) or (99 = Unknown)
DD = Day (01 thru 31) or (99 = Unknown)
YY = Year (00 thru 99)
MMDDYY = 999999 = Age Unknown

Physical
Description: PICTURE 9(6)

Create/Change
Date: 08/25/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 10

Name: High School Graduate.

Definition: A one character code for High School graduate status. The "Y" response indicates a student who has received a High School diploma certifying the successful completion of a prescribed secondary school program of study. The "G" response indicates the attainment of satisfactory scores on the tests of General Education Development (GED).

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit:	Missing	Critical
	Non-alphabetic	Critical
	Invalid code	Critical

Table values: Y = Yes
N = No
G = GED

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 11

Name: High School Graduation Date

Definition: A four digit month/year format for the date the diploma or GED (as described in data element 10) was issued.

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit: Missing Critical
Non-numeric Critical
Invalid range month Warning
Year > current year Warning
If element # 10 = N All zeroes acceptable
9999 = Unknown Warning

Table values: MM = Month (01 thru 12)
YY = Year (00 thru 99)

Physical
Description: PICTURE 9(4)

Create/Change
Date: 09/21/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 12

Name: County and High School Code (Florida only).

Definition: A two digit county numeric designation and a four digit Florida high school numeric code as found in the Florida Education Directory.

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit: Element # 2 = 12 then:
Missing Critical
Non-numeric Critical
Invalid code Critical
999999 = Unknown Warning
Element # 2 not = 12 All zeroes acceptable

Table values: CC = County Number (01 thru 73)
HHHH = High School code
999999 = Unknown

Physical
Description: PICTURE = 9(6)

Create/Change
Date: 10/01/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 13

Name: Full-Time/Part-Time Student

Definition: A one character code for full-time or part-time.
A full-time student according to IPEDS is a student enrolled for twelve or more semester credits, or twelve or more quarter credits or twenty four or more contact hours per week.

Source: CCMIS

Intent: IPEDS reports
State Parity report

Edit:	Missing	Critical
	Non-alphabetic	Critical
	Invalid code	Critical

Table values: F = Full-Time Student
P = Part-Time Student

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 14

Name: College Preparatory

Definition: A one character code used to show if the student
is or is not enrolled in a college preparatory
course(s).

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Critical
Non-alphabetic Critical
Invalid code Critical

Table values: Y = Yes
N = No

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 15

Name: Vocational Preparatory

Definition: A one character code to show that the student is
or is not enrolled in a vocational preparatory
course(s).

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Critical
Non-alphabetic Critical
Invalid code Critical

Table values: Y = Yes
N = No

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 16

Name: Exclusively Preparatory

Definition: A one character code to show that the student is
or is not enrolled only in a preparatory
course(s).

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Critical
Non-alphabetic Critical
Invalid code Critical
If Y and element # 14 = N
and element # 15 = N Critical

Table values: Y = Yes
N = No

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 17

Name: Exclusively Off Campus

Definition: A one character code to show that the student is
or is not exclusively enrolled in off-campus or
extension centers.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Critical
Non-alphabetic Critical
Invalid code Critical

Table values: Y = Yes
N = No

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 18

Name: Exclusively Foreign Country

Definition: A one character code to show that the student is
or is not exclusively enrolled in branch campuses
located in foreign countries.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Critical
Non-alphabetic Critical
Invalid code Critical

Table values: Y = Yes
N = No

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 19

Name: Degree or Certificate Seeking

Definition: A one character code to show that the student is
or is not a degree or certificate seeking student
by being enrolled in courses and being recognized
by the institution as working towards a degree or
other formal award.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Critical
Non-alphabetic Critical
Invalid code Critical

Table values: Y = Yes
N = No

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase 1

Run Date : 7/19/88

Number: 20

Name: First-Time Student

Definition: A one character code to show that the student is or is not a first-time student. A first-time student is one attending any institution for the first time with no credit toward a degree or formal award from any other institution.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit:	Missing	Critical
	Non-alphabetic	Critical
	Invalid code	Critical
	If Y and element # 22 = Y	Critical
	If Y and element # 21 = N	Critical

Table values: Y = Yes
N = No

Physical
Description: PICTURE A(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 21

Name: First-Year Student

Definition: A one character code to show that the student is or is not a first-year student. A first-year student is one completing less than the equivalent of thirty semester credits of undergraduate work.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Critical
Non-alphabetic Critical
Invalid code Critical
If N and element # 20 = Y Critical

Table values: Y = Yes
N = No

Physical
Description: PICTURE A(1)

Create/Change
Date: 08/25/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 22

Name: Transfer Student

Definition: A one character code to show that the student is or is not a transfer student. A transfer student is a student entering the reporting institution for the first time but known to have previously attended a postsecondary institution.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit:	Missing	Critical
	Non-alphabetic	Critical
	Invalid code	Critical
	If Y and element # 20 = Y	Critical

Table values: Y = Yes
N = No

Physical
Description: PICTURE A(1)

Create/Change
Date: 08/25/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 23 and if applicable 29,35,41,47

Name: Program CIP Code

Definition: A standard ten digit code assigned to the program of study as it appears in the Community College's program inventory.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Critical
Non-numeric Critical
Invalid code Warning
All nines = Not enrolled
in program Acceptable
If all nines then elements 24-53 will not be
edited

Table values: CIP must be within range (111000000-127999999) <

Physical
Description: PICTURE 9(10)

Create/Change
Date: 10/01/87

CCMIS Data Element Dictionary for Student Data Base Phase 1

Run Date : 7/19/88

Number: 24 and if applicable 30,36,42,48

Name: Program Title

Definition: The name of the program as it appears in the
program inventory. Maximum of thirty characters.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Warning
All numeric Warning

Table values:

Physical
Description: PICTURE X(30)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 25 and if applicable 31,37,43,49

Name: Program Level

Definition: A one digit code describing the level of program
of study.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit:

Missing	Warning
Invalid code	Warning
Non-numeric	Warning
0 and CIP invalid	Warning
1 and CIP invalid	Warning
2 and CIP invalid	Warning
3 and valid CIP	Warning

Table values:

0	=	Advanced and Professional
1	=	Postsecondary Vocational
2	=	Postsecondary Adult Vocational
3	=	Not applicable

Physical
Description: PICTURE 9(1)

Create/Change
Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 26 and if applicable 32,38,44,50

Name: Program Length

Definition: A four digit field with leading zeros describing
the number of hours needed to complete the program
of study.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit: Missing Warning
Non-numeric Warning
> 90 and element # 27 = SSH Warning
> 3000 Warning

Table values:

Physical
Description: PICTURE 9(4)

Create/Change
Date: 10/01/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 27 and if applicable 33,39,45,51

Name: Hour Type

Definition: A three character field describing the type of hours reported in element 26 (and if applicable 32,38,44,50) as either student semester hours or clock hours.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit:	Missing	Warning
	Non-alphabetic	Warning
	CLK and element # 25 = 0	Warning
	CLK and element # 28 = 1	Warning
	SSH and element # 25 = 2	Warning
	Invalid code	Warning

Table values: CLK = Instructional clock hours
SSH = Student semester hours

Physical

Description: PICTURE A(3)

Create/Change

Date: 07/07/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 28 and if applicable 34,40,46,52

Name: Award Type

Definition: A one digit code indicating the degree or other formal award offered for completion of this program of study.

Source: CCMIS

Intent: IPEDS reports
State Parity reports

Edit:	Missing	Warning
	Non-numeric	Warning
	Invalid code	Warning
	1 and element # 25 not = 0	Warning
	2 and element # 25 = 2	Warning
	3 and element # 25 = 0	Warning
	4 and element # 25 = 0	Warning
	5 and element # 25 = 0	Warning
	6 and element # 25 = 0	Warning
	9 and element # 25 not = 3	Warning

Table values:

- 1 = Associate in Arts
- 2 = Associate in Science
- 3 = Technical Certificate
- 4 = Associate of Applied Sciences
- 5 = Certificate of Applied Science
- 6 = Certificate of Training
- 9 = No formal award

Physical
Description: PICTURE 9(1)

Create/Change
Date: 08/25/87

CCMIS Data Element Dictionary for Student Data Base Phase I

Run Date : 7/19/88

Number: 53
Name: Filler
Definition: Reserved
Source: CCMIS
Intent:
Edit: No edit
Table values: None
Physical
Description:
Create/Change
Date: 07/07/87

STUDENT DATA BASE
FALL IPEDS REPORTING 1987

PAGE 1 OF 4

MACHINE RECORDS FORMAT

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					
Item No.	From To	Size	Field Char	Field Name	Field Description
1	1- 2	2	N		College Code (01 thru 28)
2	3- 4	2	N		State of Residence when 1st Admitted
3	5- 13	9	A/N		Student Number (SSN)
4	14- 15	2	N		Filler
5	16- 16	1	N		Student Number Duplicate Key 0 = No Duplicate 1 thru 9 = Duplicate Exists
6	17- 17	1	A		Citizenship P = Permanent Resident Alien A = Non-Resident Alien C = Citizen of U.S.
7	18- 19	2	A		Race BK = Black IN = American Indian AS = Asian or Pacific Islander HI = Hispanic WH = White NR = Not Reported
8	20- 20	1	A		Gender M = Male F = Female X = Not Reported
9	21- 26	6	N		Date of Birth (mmddyy) mm = Month (01 thru 12) dd = Day (01 thru 31) yy = Year (00 thru 99)
10	27- 27	1	A		High School Graduate Y = Yes N = No G = GED

STUDENT DATA BASE
FALL IPEDS REPORTING 1987

PAGE 2 OF 4

MACHINE RECORDS FORMAT

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					
Item No.	From To	Size	Field Char	Field Name	Field Description
11	28- 31	4	N		High School Graduation Date (mmyy) mm = Month (01 thru 12)
12	32- 37	6	N		YY = Year (00 thru 99) County and Florida High School Code (CCHHHH) CC = 2 Digit County Code HHHH = 4 Digit High School Code
13	38- 38	1	A		Full Time or Part Time Student F = Full Time P = Part Time
14	39- 39	1	A		College Preparatory Y = Yes N = No
15	40- 40	1	A		Vocational Preparatory Y = Yes N = No
16	41- 41	1	A		Exclusively Preparatory Y = Yes N = No
17	42- 42	1	A		Exclusively Off Campus Y = Yes N = No
18	43- 43	1	A		Exclusively Enrolled in Foreign Country Y = Yes N = No
19	44- 44	1	A		Degree or Certificate Seeking Y = Yes N = No

STUDENT DATA BASE
FALL IPEDS REPORTING 1987

PAGE 3 OF 4

MACHINE RECORDS FORMAT

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					
Item No.	From To	Size	Field Char	Field Name	Field Description
20	45- 45	1	A		First Time Student Y = Yes N = No
21	46- 46	1	A		First Year Student Y = Yes N = No
22	47- 47	1	A		Transfer Student Y = Yes N = No
23	48- 57	10	N		The Following Program Data Occurs 5 Times (1st Occurance) Florida Cip Code
24	58- 87	30	A/N		Program Title
25	88- 88	1	N		Level of Program 0 = Advanced and Professional 1 = Postsecondary Vocational 2 = Postsecondary Adult Vocational 3 = Non Applicable
26	89- 92	4	R		Length of Program in Hours (Use Leading Zeros)
27	93- 95	3	A		Type of Hour CLK = Instructional Clock Hours SSH = Student Semester Hours
28	96- 96	1	N		Award Type 1 = AA 3 = T.C. 5 = C.T.AS. 2 = AS 4 = A.A.S. 6 = CT.TR.
29	97-106	10	N		(2nd Occurance) Florida Cip Code

STUDENT DATA BASE
FALL IPEDS REPORTING 1987

PAGE 4 OF 4

MACHINE RECORDS FORMAT

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					
Item No.	From To	Size	Field Char	Field Name	Field Description
30	107-136	30	A/N		Program Title
31	137-137	1	N		Level of Program
32	138-141	4	R		Length of Program in Hours
33	142-144	3	A		Type of Hour
34	145-145	1	N		Award Type
					(3rd Occurance)
35	146-155	10	N		Florida Cip Code
36	156-185	30	A/N		Program Title
37	186-186	1	N		Level of Program
38	187-190	4	R		Length of Program in Hours
39	191-193	3	A		Type of Hour
40	194-194	1	N		Award Type
					(4th Occurance)
41	195-204	10	N		Florida Cip Code
42	205-234	30	A/N		Program Title
43	235-235	1	N		Level of Program
44	236-239	4	R		Length of Program in Hours
45	240-242	3	A		Type of Hour
46	243-243	1	N		Award Type
					(5th Occurance)
47	244-253	10	N		Florida Cip Code
48	254-283	30	A/N		Program Title
49	284-284	1	N		Level of Program
50	285-288	4	R		Length of Program in Hours
51	289-291	3	A		Type of Hour
52	292-292	1	N		Award Type
53	293-302	10			Filler

SECTION 10

THE ANNUAL PERSONNEL REPORTING SYSTEM (APRS)

TABLE OF CONTENTS

	<u>Page</u>
1. Annual Personnel Report (APR)	
A) History, Objectives and Overview	10. 1
B) APR Instructions	10. 4
C) Common APR Questions and Answers	10. 5
D) APR Format	10. 7
E) APR Hard Copy	10.10
F) APR Validation Check List	10.11
G) Reports Generated by the APR	10.13
H) Personnel Classification Matrix	10.14
I) APR Error and Update Reports	10.15
J) APR Data Element Dictionary	10.20
2. Fringe Benefits (IPEDS, Part B)	
A) Overview	10.49
B) Instructions	10.50
C) Hard Copy Form	10.52
3. APR-2 Salaries for Selected Positions	
A) Overview	10.53
B) Instructions	10.53
C) Hard Copy Form	10.54
4. APR-3 Salary Schedule for Instructional Personnel	
A) Overview	10.55
B) Instructions	10.55
C) Hard Copy Form	10.56
5. APR-4 Report of Salary Increases	
A) Overview	10.57
B) Instructions	10.58
C) Hard Copy Form	10.59
6. APR-5 Report of Annual Salary Rates	
A) Overview	10.60
B) Instructions	10.61
C) Hard Copy Form	10.64
7. APR Appendix A	
A) Matrixes of Reports to Selected State Publications and Federal Reports	10.69
B) Matrixes of Publication Distribution	10.71

ANNUAL PERSONNEL REPORTING SYSTEM (APRS)

The Annual Personnel Reporting System may be divided into six separate input reports:

- 1) Annual Personnel Report
- 2) Fringe Benefits (IPEDS Part B)
- 3) APR-2 Salaries for Selected Positions
- 4) APR-3 Salary Schedule for Instructional Personnel
- 5) APR-4 Report of Salary Increases
- 6) APR-5 Report of Annual Salary Rates

While the Annual Personnel Report (APR) resides in the Relational Database and generates most of the required printouts, the required data elements for the remaining five input reports were not included with the APR for various reasons. This section will present the instructions for each report separately.

ANNUAL PERSONNEL REPORT (APR)

History and Objectives

Throughout the years, various personnel reports have evolved in an effort to meet both State and Federal reporting requirements. As a result, several reports contained redundant data. The need to consolidate the data collection method was obvious. Some of the advantages included:

- * Eliminating data redundancy and multiple due dates
- * Decreasing the Community College's reporting burden
- * Decreasing the number of errors
- * Increasing turnaround time
- * Consistent data throughout each report
- * Collecting data electronically
- * Capability of producing both summary and detail reports
- * Eliminating redundant programming modification at each of the 28 colleges when even a minor change occurs.

Prior to developing the APR System, data was collected in an aggregate form. The APR system now collects the data in detail form. Note that the data element definitions did not change, only the method of collection. In addition to meeting all of

the advantages listed above, the APR System is capable of producing Ad Hoc Reports upon request of government officials and others in a timely manner.

The APR System resides on a relational database management system, DB2. Consequently, it can be accessed on-line or on a batch basis. This system was designed by specifications recommended by the MIS Advisory Task Force (MISATFOR). The main objective was to consolidate reports in order to ease the reporting burden on colleges. This objective has been achieved.

INPUT REPORTS REPLACED BY THE APR

SA-1

OCR

HEGIS (IPEDS)

EEO-6

EEO-6 Supplement

Computer Programs Supplied to the Colleges

Computer programs for the APR that are supplied to the community colleges include the edit program and the EEO-6 program. The edit program allows the colleges to edit their APR file and eliminate invalid data types (See edit specifications). While the EEO-6 program affords the colleges the opportunity to view aggregate figures that reflect the accuracy of the data. Both programs should be run against the APR file prior to submission.

The APR file can be submitted via FIRM (See Appendix D, CCMIS Manual), magnetic media (tape, S/36 diskette, PC diskette -- See transmittal form), or hard copy (See hard copy form, page 10). The file must be submitted in the approved format (See record format, page 7).

OVERVIEW OF THE APR DATA FLOW PROCESS

Initial Edit and Correction Process

After the initial file has been edited, four types of output may be produced. The four different types of output are: a summary error report (Fig. A-1, page 15), a detailed error report (Fig. A-2, page 16), a file containing valid records, and a file containing erroneous records.

If the initial file contains any errors, the colleges have two options. The first option is to resubmit the entire file. The second option is to submit a partial file containing only those records that had an error in the initial submission. Although this is a partial file, it consists of only whole records; no partial records are allowed. As with the initial file, these files should also be sorted and edited prior to submitting. The edit process is the same as with the initial file. However, if a partial file is submitted, the valid records are merged with the initial valid file. Once a final clean file has been produced, it is then loaded into the database.

Verification and Batch Updates

The EEO-6 is then produced and sent to the colleges to be verified. After the colleges have verified the EEO-6 report, they may wish to make changes to the data. There are three types of modifications (add, change, delete) that can alter the database. These should be three different files, one for each function. On magnetic media, an external label should clearly indicate what function is associated with each file. While those using the hard copy form (See Table A-1, page 10) should mark the appropriate box indicating the function type. The hard copy forms should be grouped by function type. The update files, like the other files, are sorted and edited using the same procedure. The valid update files will modify the database, which may produce three reports. These reports are based on the file type (add, change, or delete) (See Fig. A-3, A-4, and A-5, pages 17, 18, 19). After the database has been modified, the reports are generated and verified by the colleges.

Instructions

The APR file must be in the appropriate format (page 7) and meet the field requirements as specified in the APR validation check list (page 11). Both the format and the validation check list are located in this section.

Also included in this section is a set of instructions of who to include/exclude in the APR. In addition, a set of common questions and answers and a matrix of personnel classification by report are provided to assist in creating the APR file and for report verification.

Examples of the error reports and update reports are included and contain comments to assist in understanding how to read these printouts.

Which Personnel Are Included/Excluded in the APR

The APR should include all personnel who are on the payroll as of October 1 plus anyone who has been terminated since the previous reporting period. Also included are those personnel on sabbatical leave, and full-time replacements for instructional personnel on leave without pay.

Do not include student employees on a work study program; they are reported on Part V of the OCRB3. Also, do not include sabbatical leave replacements or instructional personnel on leave without pay.

IN SUMMARY:

INCLUDE:

- * Employees on the payroll
- * Anyone who was on last year's report and has been terminated
- * Anyone on sabbatical leave
- * Full-Time replacements for instructional personnel on leave without pay

EXCLUDE:

- * Student employees (work-study)
- * Sabbatical leave replacements
- * Instructional personnel on leave without pay

APR
QUESTIONS AND ANSWERS

1. Q. How do I make records with duplicate identification numbers unique?
 - A. Duplicate records are unique when combining FICE code and personnel identification number with hired date and full-time/part-time fields.
2. Q. How do I report someone who is promoted into another activity classification?
 - A. Since the promotion has to be reported in the original activity classification, the promotion field is modified. The promotion field is a 6 character field and is broken down as follows:
 - o The first 2 characters identify the Activity Code from which the promotion was given.
 - o The second 2 characters identify the month of the promotion.
 - o The last 2 characters specify the year of the promotion.

i.e. Someone was promoted from an instructor to an executive on July 22, 1987 - the Promotion Field is coded as: 020787.
3. Q. When reporting faculty who are on sabbatical leave, do I report their regular salary or the salary received while on leave?
 - A. The regular salary is reported for faculty on sabbatical leave.

4. Q. If a tenured faculty member takes an administrative position, should that member be reported as tenured?

A. Personnel who have earned tenure as a faculty member may or may not retain their status at the institution. They do not automatically retain tenure. Rule 6A-14.411, FAC, paragraph 8 states "Any employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded shall lose continuing contract status, unless said employee has been granted an administrative leave of absence pursuant to board rules that recognize the interim assignment and provide for returning to the original contractual status at the end of the annual appointment".

5. Q. Do I include an instructional faculty on leave without pay or their replacement, or both?

A. You include the full-time replacement and not the one on leave without pay.

6. Q. Who is included/excluded in APR?

A. Definitions for data elements are essentially the same as in the past. Include all personnel on the payroll as of October 1, plus anyone who was on last year's report and has been terminated. Also include those on sabbatical leave, and full-time replacements for instructional personnel on leave without pay.

Do not include student employees on a work-study program. Also do not include sabbatical leave replacements or instructional personnel on leave without pay.

ANNUAL PERSONNEL REPORT

Page 1 of 3

MACHINE RECORDS FORMAT

Field Characteristics:

A = Alphabetic only
 A/N = Alphameric
 N = Numeric only
 Z = Zoned numeric
 R = Right Justified with leading zeros
 L = Left Justified

UNLABELED
 BLOCKSIZE = 1200
 LRECL = 120
 FORMAT = FB

NOTE: Elements that require
 date should be in the
 form of MMDDYY.

Field No.	From To	Size	Field Char.	Field Name	Field Description	Definition Reference No.
1	1-6	6	N	Inst-Code	Institution Code (FICE)	0010
2	7-15	9	N	Personnel-ID	Personnel Identification Number	0020
3	16-33	18	A/N,L	L-Name	Last Name of Employee (Optional)	0030
4	34-48	15	A/N,L	F-Name	First Name of Employee (Optional)	
5	49	1	A/N	MI	Middle Initial (Optional)	
6	50	1	A/N	Gender	Gender Code M - Male F - Female	
7	51	1	A/N	Race	Race/Ethnic Class W - White (Non-Hispanic) B - Black (Non-Hispanic) H - Hispanic A - Asian/Pacific Islander I - American Indian/Alaskan	0040 0040-01 0040-02 0040-03 0040-04 0040-05
8	52	1	A/N	Alien	Non-Resident Alien Y - Yes N - No	0050
9	53-58	6	N	Hired	Date Hired at Institution	0060
10	59-61	3	N,R	Days Employed	Length in days (Full-time personnel only)	0070
11	62	1	A/N	Temporary	Temporary Employment Y - Yes N - No	0080
12	63	1	A/N	FT-PT	Full-Time/Part-Time F - Full-Time P - Part-Time	0090
13	64-68	5	N,R	Salary	Salary (Daily) (2 Decimal Places Assumed)	0100
14	69-74	6	A/N	Promotion	Promotion Numeric (6 characters long) First 2 characters are for the ACTIVITY code from which the promotion was given. Second 2 characters are for the month of the Promotion. Last 2 characters are for the year of the Promotion.	0110

ANNUAL PERSONNEL REPORT

Page 2 of 3

MACHINE RECORDS FORMAT

Field Characteristics:

A = Alphabetic only
 A/N = Alphameric
 N = Numeric only
 Z = Zoned numeric
 R = Right Justified with leading zeros
 L = Left Justified

UNLABELED

BLOCKSIZE = 1200

LRECL = 120

FORMAT = FB

NOTE: Elements that require
 date should be in the
 form of MMDDYY.

Field No.	From To	Field Size	Field Char.	Field Name	Field Description	Definition Reference No.
15	75-99	25	A/N,L	Position	Position Title (College Title)	0120
16	100-101	2	N	Activity	Occupational Activity Code	0130
					00 - Other	
					01 - Executive, Administra., Manager	0130-01
					02 - Instruction/Research Staff	0130-02
					03 - Instructional Department Administrators	0130-03
					04 - Librarian/Counselor	0130-04
					05 - Teaching Assist/Associate	0130-05
					06 - Specialist/Support Staff	0130-06
					07 - Clerical/Secretarial	0130-07
					08 - Technical/Paraprofessional	0130-08
					09 - Skilled Crafts	0130-09
					10 - Service/Maintenance	0130-10
17	102	1	A/N	Support	Support Category	0140
					I - Instructional Support	
					N - Non-Instructional Support	
18	103	1	N	Rank	Rank	0150
					1 - Professor	
					2 - Associate Professor	
					3 - Assistant Professor	
					4 - Instructor	
					5 - Lecturer	
					6 - No Academic Rank	
					7 - Other	
19	104	1	N	Degree	Degree (Highest Held)	0160
					1 - Doctorate	
					2 - Masters + 30 or more hours	
					3 - Masters	
					4 - Bachelors	
					5 - Associates	
					6 - Less than Associate	
					7 - Other	

ANNUAL PERSONNEL REPORT

Page 3 of 3

MACHINE RECORDS FORMAT

Field Characteristics:

A = Alphabetic only
 A/N = Alphameric
 N = Numeric only
 Z = Zoned numeric
 R = Right Justified with leading zeros
 L = Left Justified

UNLABELED
 BLOCKSIZE = 1200
 LRECL = 120
 FORMAT = FB

NOTE: Elements that require
 date should be in the
 form of MMDDYY.

Field No.	From To	Field Size	Field Char.	Field Name	Field Description	Definition Reference No.
20	105	1	N	Leave-Type	Leave Type	0170
					0 - Not Applicable	0170-02
					1 - Sabbatical	0170-03
					2 - Leave of Absence with pay	
					3 - Leave of Absence without pay	
21	106	1	N	Tenure	Tenure	0180
					1 - Tenured	0180-01
					2 - Not Tenured (On Track)	0180-02
					3 - Other	
22	107-112	6	N	Tenure Date	Date of Tenure	0190
23	113-118	6	N	Term	Termination Date	0200
24	119	1	N	Term-Status	Termination Status	0210
					0 - Not Applicable	
					1 - Retired	
					2 - Resigned	
					3 - Dismissed	
					4 - Deceased	
					5 - Contract not renewed	
25	120	1	A/N	Soft-Money	Restricted Current Fund (Soft Money)	0220
					Y - Yes	
					N - No	

Revised 9/3/87

College Name _____

Page ____ of ____

DIVISION OF COMMUNITY COLLEGES
ANNUAL PERSONNEL REPORT
FALL 1988¹FICE CODE _____ ²PERSONNEL IDENTIFICATION NUMBER _____³LAST NAME _____⁴FIRST NAME _____ ⁵MIDDLE INITIAL _____⁶SEX ____ ⁷RACE ____ ⁸ALIEN ____ ⁹HIRED DATE _____¹⁰DAYS EMPLOYED ____ ¹¹TEMPORARY EMPLOYMENT ____ ¹²FULL-TIME/PART-TIME ____¹³SALARY (DAILY)\$ _____ ¹⁴PROMOTION DATE _____¹⁵POSITION TITLE _____¹⁶OCCUPATIONAL ACTIVITY CODE ____ ¹⁷SUPPORT CATEGORY ____¹⁸ACADEMIC RANK ____ ¹⁹HIGHEST EARNED DEGREE ____²⁰LEAVE TYPE ____ ²¹TENURE ____ ²²TENURE DATE _____²³TERMINATION DATE _____ ²⁴TERMINATION STATUS ____ ²⁵SOFT MONEY ____

(CHECK ONE)

☐	NEW RECORD
☐	RECORD REPLACE
☐	RECORD DELETE

Prepared by _____ Date _____

Table A-1

APR VALIDATION
CHECK LIST

The following fields are tested for their validity. Fields containing invalid data will be identified on the error report.

<u>FIELD NO.</u>	<u>BEGINNING COLUMN NO.</u>	<u>FIELD NAME</u>	<u>VALID CONTENTS</u>
1.	1	Institution code	Numeric and greater than 0 and match.
2.	7	Personnel-ID	Numeric and greater than 0.
3.	16	Last name	Field not tested
4.	34	First name	Field not tested
5.	49	Middle initial	Field not tested
6.	50	Gender	M or F
7.	51	Race	W, B, H, A, or I
8.	52	Alien	Y or N
9.	53	Hired date	Numeric & within normal limits (Month from 01 to 12, etc.). Must be less than Termination Date.
10.	59	Days employed	Numeric, if full-time/part-time Field = F then Days-employed must be greater than 0 but not to exceed 265.
11.	62	Temporary	Y or N
12.	63	Full-time/Part-time	F or P
13.	64	Salary	Numeric (unpacked and no physical decimal or commas). If salary equals zero, then full-time/part-time must equal P or Termination date must be greater than 0 or Leave type greater than 0.
14.	69	Promotion	Numeric and within normal limits & promotion MMY less than Termination MMY. NUMERIC (6 characters long). First 2 characters are for the ACTIVITY code from which the promotion was given. i.e..Promoted from an 02 to an 01. The 02 goes in the first 2 characters. Second 2 characters are for the month of the Promotion. Last 2 characters are for the year of the Promotion.

<u>FIELD NO.</u>	<u>BEGINNING COLUMN NO.</u>	<u>FIELD NAME</u>	<u>VALID CONTENTS</u>
15.	75	Position Title	Field not tested
16.	100	Activity	Numeric & within given range.
17.	102	Support	I or N
18.	103	Rank	Numeric & within given range.
19.	104	Degree	Numeric & within given range.
20.	105	Leave-Type	Numeric & within given range.
21.	106	Tenure	Numeric & within given range.
22.	107	Tenure Date	Numeric & within given range. If Tenure = 1, then Tenure Date must be greater than 0 & less than Termination Date.
23.	113	Termination Date	Numeric & within normal limits & greater than Hired Date, Tenure Date & Promotion Date. Termination Date <u>may</u> be greater than 0 & Termination Status = 0 only <u>if</u> Temp = Y.
24.	119	Termination Status	Numeric & within normal limits. If termination status is greater than 0, then termination date must be greater than 0.
25.	120	Soft Money	Y or N

REV: 8/87

Reports Generated by the APR (as of 5/25/88)
(excluding Maintenance and Error Reports)

OCR

EEO-6
EEO-6 System Total
EEO-6 Supplement

Average Salary by Contract Length (full-time) for:
Instructional
Instructional Department Administrators
Executive, Administrative, Managerial
Non-Instructional Professional

Report of Annual Salaries (full-time) for:
Instructional
Instructional Department Administrators
Executive, Administrative, Managerial
Non-Instructional Professional
Librarians and Counselors

College Employees - System Totals
College Employees

Mean Daily Salary Rate for Full-Time
Instructional
Instructional Department Administrators
Executive, Administrative, Managerial
Non-Instructional Professional

Full-Time Instructional Employees (EA/EO)
Full-Time Instructional Department Administrators (EA/EO)
Full-Time Executive, Administrative, Managerial (EA/EO)
Full-Time Other Professional (EA/EO)
All Employees (EA/EO)
Executive, Administrative, Managerial - New Hires (EA/EO)
All Instructional - New Hires (EA/EO)
All Other Professional - New Hires (EA/EO)

Salaries, Tenure and Fringe Benefits (IPEDS-SA, part A only)
Salaries, Tenure and Fringe Benefits (IPEDS-SA, part A only
systemwide)

Level of Educational Achievement by:
Instructional
Instructional Department Administrators
Executive, Administrative, Managerial
Non-Instructional Professional
System Totals

ANNUAL PERSONNEL REPORT
PERSONNEL DISTRIBUTION ON STATE AND FEDERAL REPORTS

Report Occupational Activity	SA Series	OCR (A1b, A3, A4)	EEO-6	IPEDS
01 Executive, Admin. & Managerial	Executive, Admin. & Managerial	Executive, Admin. & Managerial	Executive, Admin. & Managerial	N/A
02 Instructional/ Research Staff	Instructional/ Research	Instructional/ Research	Instructional/ Research	Instructional/ Research
03 Instructional Dept. Admin.	Instructional Dept. Admin.	Executive, Admin. & Managerial	Executive, Admin. & Managerial	N/A
04 Librarian/ Counselor	Professional Non-Faculty	Professional Non-Faculty	Professional Non-Faculty	N/A
05 Teaching Asst./Assoc.	N/A	Teaching & Research Asst.	Technical & Paraprofessional	N/A
06 Spec./ Support Staff	Professional Non-Faculty	Professional Non-Faculty	Professional Non-Faculty	N/A
07 Clerical/ Secretarial	N/A	Clerical/ Secretarial	Clerical/ Secretarial	N/A
08 Technical Paraprofessional	N/A	Technical/ Paraprofessional	Technical/ Paraprofessional	N/A
09 Skilled Crafts	N/A	Skilled Crafts	Skilled Crafts	N/A
10 Service/ Maintenance	N/A	Service/ Maintenance	Service/ Maintenance	N/A

FLORIDA
COMMUNITY
COLLEGES

ANNUAL PERSONNEL
ERROR SUMMARY REPORT
19YY

CCMIS APRO0001
DATE MM/DD/YY
TIME HH:MM: PM
PAGE 1

COLLEGE: ## COLLEGE NAME

NAME	DATA ELEMENT	NUMBER	ERROR COUNT	VALID VALUES
GENDER		00	1	M OR F
RACE		0040	1	W, B, H, A, OR I
ALIEN		0050	1	Y OR N
HIRED-DATE		0060	1	NUMERIC AND WITHIN NORMAL LIMITS
ACTIVITY		0130	2	NUMERIC AND WITHIN GIVEN RANGE
TERM-DATE		0200	1	NUMERIC & WITHIN NORMAL LIMITS & GREATER THAN HIRED-DATE, TENURE-DATE & PROMOTION DATE. TERM-DATE MAY BE GREATER THAN 0 & TERM-STATUS = 0 ONLY IF TEMP = Y.

These are the only values
permitted in this field.
They correspond to the validation
check list.

NUMERIC & WITHIN NORMAL LIMITS. IF TERM-STATUS IS GREATER
THAN 0, THEN TERM-DATE MUST BE GREATER THAN 0.

TERMINATION-STATUS

0210

1

The number of errors for
this field in the file.

***** TOTAL NUMBER OF RECORDS READ: 1200

***** TOTAL NUMBER OF ERROR RECORDS:

4

SOURCE: COLLEGE APR INPUT FILE

This is the data element number that is in
the record format and the data definition.

This is the number of error records,
not the number of errors. Therefore,
a record may have multiple errors.

This is a descriptive data name.

10.15

FLORIDA
COMMUNITY
COLLEGES

ANNUAL PERSONNEL ERROR REPORT
19YY

CCMIS APRO0001
DATE MM/DD/YY
TIME HH:MM: PM
PAGE 1

COLLEGE: ## COLLEGE NAME

PERSONNEL ID	NAME	DATA ELEMENT		ERROR MESSAGE
		NUMBER	VALUE	
012345678	GENDER	0000	X	MUST BE M OR F
	RACE	0040	X	MUST BE W, B, H, A, OR I
	ALIEN	0050	1	MUST BE Y OR N
	TERM-DATE	0200	000000	TERM-STAT/TERM-DATE CONFLICT
	TERMINATION-STATUS	0210	2	TERM-DATE/TERM-STAT CONFLICT

022345678	ACTIVITY	0130	OL	MUST BE NUMERIC
-----------	----------	------	----	-----------------

An error message describing
what should be in that field

033345678	HIRED-DATE	0060	023087	NOT WITHIN NORMAL LIMITS
-----------	------------	------	--------	--------------------------

044445678	ACTIVITY	0130	60	MUST BE WITHIN A GIVEN RANGE
-----------	----------	------	----	------------------------------

***** TOTAL NUMBER OF RECORDS READ: 1200

***** TOTAL NUMBER OF ERROR RECORDS: 4

This is the actual value
reported in this field.

SOURCE: COLLEGE APR INPUT FILE

Descriptive data element name.

This is the number of error records,
not the number of errors. Therefore,
a record may have multiple errors.

Personnel ID # used to identify the
record containing the error(s).

Fig. A-2

RECORDS INSERTED
to the APR

1	2	3	4	5	6	7	8	9	10	11	12
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890											
001234999990126	ANDERSON	JERRY	MBN01078026	INFO4079000000	X	COUNSELOR			04N66030000000925862N	NEW	
001234999990127	WADE	ADAM	MBN01078026	INFO4079000000	X	COUNSELOR			04N66030000000916862N	NEW	
001234999990127	SMITH	TOM	MBN01078026	INFO4079000000	X	COUNSELOR			04N66030000000916862N	BAD	

001234 COLLEGE
FICE
CODE

***INSERT RECORD COUNT:

2

***ERROR - DUPLICATE RECORD COUNT:

1

SOURCE: APR/INSERT FILE

Indicates the number of records added.

Indicates that a record already exists.
Therefore, it cannot be added.

10.17

Fig. A-3

RECORDS UPDATED
to the APR

1	2	3	4	5	6	7	8	9	10	11	12	
1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890	
001234000151126	ARMBREWSTER		HAROLD		MWN081886180NF13888000000X				021610200000000000000N		NEW	
001234000151126	ARMBREWSTER		HAROLD		WMN081886180NF138880000000				021600200000000000000N		OLD	
001234000152060	WEBSTER		WILLIAM		MWN082586000YP00000000000X				02X4100000000000000000N		NEW	
001234000152060	WEBSTER		WILLIAM		MWN082586000YP000000000000				021600300000000000000N		OLD	
001234000152060	SANCHEZ		VINCENT		MWN082586000YP000000000000				021600300000000000000N		BAD	

***UPDATE RECORD COUNT:

2

***UNMATCHED RECORD COUNT:

1

SOURCE: APR/UPDATE FILE

Indicates that a record does not exist.
Therefore, it cannot be changed.

COLLEGE
FICE
CODE

001234

Fig. A-4

RECORDS DELETED
from the APR

1	2	3	4	5	6	7	8	9	10	11	12	
1234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890												
001234000000118ALVAREZ	CARLOS	MWN04208126INFO6513000000X	08I66030000000808862N	DELETED								
001234000000119GABLEHOUSE	SAMUEL	MWN10038526INFO4000000000X	07N66030000000822862N	BAD								

001234	COLLEGE FICE CODE
--------	-------------------------

***DELETED RECORD COUNT:
***UNMATCHED RECORD COUNT:
SOURCE: APR/DELETE FILE

1

1

Indicates that a record does not exist.
Therefore, it cannot be deleted.

10.19

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0010	NAME: Reporting Institution				
DEFINITION: FICE Code. The Federal Interagency Committee of Education (FICE) code is an unstructured number unique for each institution. The assignment of this number to reporting units for data processing purposes by the EEOC will be done following the guidelines provided for its use by the National Center for Education Statistics. For further explanation of the assignment of the FICE code, please refer to the <u>Higher Education Directory 1975-76</u> of the Department of Education and Welfare. TABLE VALUES: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 001470 - Brevard 001500 - Broward 001471 - Central Florida 001472 - Chipola 001475 - Daytona Beach 001477 - Edison 001484 - Fla CC at Jax 001485 - Florida Keys 001490 - Gulf Coast 007870 - Hillsborough 001493 - Indian River 001501 - Lake City 001502 - Lake-Sumter 001504 - Manatee </td> <td style="width: 50%; vertical-align: top;"> 001506 - Miami-Dade 001508 - North Florida 001510 - Okaloosa-Walton 001512 - Palm Beach 010652 - Pasco-Hernando 001513 - Pensacola 001514 - Polk 001523 - St. Johns River 001528 - St. Petersburg 001519 - Santa Fe 001520 - Seminole 001522 - South Florida 001533 - Tallahassee 006750 - Valencia </td> </tr> </table>		001470 - Brevard 001500 - Broward 001471 - Central Florida 001472 - Chipola 001475 - Daytona Beach 001477 - Edison 001484 - Fla CC at Jax 001485 - Florida Keys 001490 - Gulf Coast 007870 - Hillsborough 001493 - Indian River 001501 - Lake City 001502 - Lake-Sumter 001504 - Manatee	001506 - Miami-Dade 001508 - North Florida 001510 - Okaloosa-Walton 001512 - Palm Beach 010652 - Pasco-Hernando 001513 - Pensacola 001514 - Polk 001523 - St. Johns River 001528 - St. Petersburg 001519 - Santa Fe 001520 - Seminole 001522 - South Florida 001533 - Tallahassee 006750 - Valencia		
001470 - Brevard 001500 - Broward 001471 - Central Florida 001472 - Chipola 001475 - Daytona Beach 001477 - Edison 001484 - Fla CC at Jax 001485 - Florida Keys 001490 - Gulf Coast 007870 - Hillsborough 001493 - Indian River 001501 - Lake City 001502 - Lake-Sumter 001504 - Manatee	001506 - Miami-Dade 001508 - North Florida 001510 - Okaloosa-Walton 001512 - Palm Beach 010652 - Pasco-Hernando 001513 - Pensacola 001514 - Polk 001523 - St. Johns River 001528 - St. Petersburg 001519 - Santa Fe 001520 - Seminole 001522 - South Florida 001533 - Tallahassee 006750 - Valencia				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">EDIT: Missing or non-numeric</td> <td style="width: 50%;">Critical</td> </tr> <tr> <td>Invalid code</td> <td>Critical</td> </tr> </table>		EDIT: Missing or non-numeric	Critical	Invalid code	Critical
EDIT: Missing or non-numeric	Critical				
Invalid code	Critical				
INTENT: SA-1 Reports HEGIS Reports OCR Reports EEO-6 Reports					
PHYSICAL DESCRIPTION: PIC 9(06)	CREATE/CHANGE DATE: 07/15/88				

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0020	NAME: Person Identification Number
DEFINITION: This is a unique nine digit number. Social Security number may be used.	
EDIT: Missing or non-numeric Critical All zeros Critical Duplicate within college Critical	
INTENT:	
PHYSICAL DESCRIPTION: PIC 9(09)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 1030	NAME: Last Name
DEFINITION: Last name of person.	
EDIT: None	
INTENT:	
PHYSICAL DESCRIPTION: PIC X(18)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0030	NAME: First Name
DEFINITION: First name of person.	
EDIT: None	
INTENT:	
PHYSICAL DESCRIPTION: PIC X(15)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0030	NAME: Middle Initial
DEFINITION: Middle initial of person.	
EDIT: None	
INTENT:	
PHYSICAL DESCRIPTION: PIC X(01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0035		NAME: Gender	
DEFINITION: The gender of the person.			
TABLE VALUES:			
M - Male			
F - Female			
EDIT: Missing or invalid		Critical	
Invalid code		Critical	
INTENT: HEGIS Reports			
OCR Reports			
EEO-6 Reports			
PHYSICAL DESCRIPTION: PIC X(01)		CREATE/CHANGE DATE: 07/15/88	

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0040	NAME: Ethnic Origin
DEFINITION: This is a one-character code used to indicate the ethnic group of the person.	
TABLE VALUES:	
W - White (not of hispanic origin): All persons having origins in any of the original people of Europe, North Africa, or the Middle East.	
B - Black (not of hispanic origin): All persons having origins in any of the black racial groups of Africa.	
H - Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.	
A - Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.	
I - American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.	
EDIT: Missing or Invalid Critical	
INTENT: OCR Reports EEO-6 Reports	
PHYSICAL DESCRIPTION: PIC X(01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0050	NAME: Citizenship
DEFINITION: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and who does not have the right to remain indefinitely. TABLE VALUES: Y = Yes, nonresident alien N = No	
EDIT: Missing or invalid code Critical	
INTENT: EEO-6 Reports	
PHYSICAL DESCRIPTION: PIC X(01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0060	NAME: Date Hired at Institution
DEFINITION: This is primarily to indicate new employees or employees who are rehired following termination at the institution. <u>Do not</u> enter a new date for those returning from a leave of absence. Format = MMDDYY TABLE VALUES: MM = Month (01 thru 12) DD = Day (01 thru 31) YY = Year (00 thru current)	
EDIT: Missing or non-numeric Critical Invalid range month Critical Invalid range day Critical > or = # 0200 Critical	
INTENT: OCR Reports EEO-6 Reports	
PHYSICAL DESCRIPTION: PIC 9(06)	CREATE/CHANGE DATE: 07/15/88

NUMBER: 0070	NAME: Days Employed
DEFINITION: Required for full-time employees only. For those who have a contract, this is the number of contractual work days in the contract period. For hourly or other employees, it is the number of days generally understood to be in the work year, including paid vacation, but excluding official unpaid holidays which employees are not required to work. For instructional personnel, this would usually be the number of instructional, exam and faculty work days. For administrative and other professional personnel, this would be the maximum number of "on-the-job" days. Twelve month contracts should number approximately 252 days instead of 260 days since 260 is the maximum number of workdays in a year.	
EDIT: Missing = 0 or > 265	Critical Critical
INTENT: SA-1 Reports HEGIS Reports EEO-6 Reports	
PHYSICAL DESCRIPTION: PIC 9(03)	CREATE/CHANGE DATE: 07/15/88

103494

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0080	NAME: Temporary Employment
DEFINITION: The term of employment is temporary. Termination date established at time of hire. Until termination, Termination Status <u>should</u> be zero (0); Termination Date <u>may</u> be zero (0).	
TABLE VALUES: Y = Yes N = No	
EDIT: Missing or invalid code Critical	
INTENT: EEO-6 Reports	
PHYSICAL DESCRIPTION: PIC X(01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0090	NAME: Full-Time/Part-Time
DEFINITION: A full-time employee is one who occupies a position requiring a normal schedule of approximately 40 hours a week and who receives all benefits accorded such employees.	
TABLE VALUES: F = Full-Time P = Part-Time	
EDIT: Missing or invalid code Critical	
INTENT: SA-1 Reports HEGIS Reports OCR Reports EEO-6 Reports	
PHYSICAL DESCRIPTION: PIC X(01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0100	NAME: Daily Salary
DEFINITION: Required for full-time employees only. Calculated by dividing contracted salary for the individual by contract length (number of work days). Please note two decimal places implied.	
EDIT: Non-numeric Critical Physical decimal or comma Critical If 0100 = 0 then 0090 must = P or 0210 = > 0 or 0170 = 3	
INTENT: SA-1 Reports HEGIS Reports EEO-6 Reports	
PHYSICAL DESCRIPTION: PIC 9(05)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0110	NAME: Promotion Date	
DEFINITION: Date of latest promotion. For the latest promotion, if any, use the following field format: NUMERIC (6 characters long). First 2 characters identify ACTIVITY code <u>from</u> which the promotion was given, i.e., promoted from an 02 to an 01. The 02 goes in the first 2 characters. The next two characters specify the month of the promotion. The last 2 characters specify the year of the promotion. TABLE VALUES: XX = Activity Code (01 thru 10) MM = Month (00 thru 12) YY = Year (00 thru current)		
EDIT: Missing or non-numeric Critical Invalid range element Critical > element #0200 Critical < or = element #0060 Critical		
INTENT: OCR Reports		
PHYSICAL DESCRIPTION: PIC 9(06)		CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0120	NAME: Position Title (College Title)
DEFINITION: Position title, if any, used by the college to identify a position. It may be up to 25 characters long.	
EDIT:	
INTENT:	
PHYSICAL DESCRIPTION: PIC X(25)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0130	NAME: Activity - Occupational Activity Code				
DEFINITION: <u>Executive, Administrative and Managerial (EAM) Staff</u> - Employees who exercise <u>primary</u> responsibility for the management of an institution, or a customarily recognized department or subdivision thereof. Assignments may require the performance of work directly related to management policies or general business operations of the institution or the performance of functions in the administration of a department or subdivision thereof, directly related to instruction. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others. Examples of positions included in this category are: president, chancellor, dean, assistant dean, director, chairmen of academic departments if their principal activity is administrative, etc. Chairmen of academic departments who also teach should be reported in the Instructional category, if their duties are principally (50% or greater) instructional; or the Instructional Department Administration category, if their duties are less than 50% instructional. (continued on next page) TABLE VALUES: 01 = Executive, Administrative, and Managerial 02 = Instructional Staff 03 = Instructional Department Administrators 04 = Librarian/Counselor 05 = Teaching Assistant/Associate 06 = Specialist/Support Staff 07 = Clerical/Secretarial 08 = Technical/Paraprofessional 09 = Skilled Crafts 10 = Service/Maintenance					
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">EDIT: Missing or non-numeric</td> <td style="width: 40%;">Critical</td> </tr> <tr> <td>Invalid code</td> <td>Critical</td> </tr> </table>		EDIT: Missing or non-numeric	Critical	Invalid code	Critical
EDIT: Missing or non-numeric	Critical				
Invalid code	Critical				
INTENT: SA-1 Reports OCR Reports EEO-6 Reports					
PHYSICAL DESCRIPTION: PIC 9(02)	CREATE/CHANGE DATE: 07/15/88				

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0130

NAME: Activity - Occupational Activity Code

CONTINUATION:

NOTE: Supervisory personnel of the technical and paraprofessional, clerical and secretarial, skilled crafts, and service/maintenance force will be reported within the specific categories of the personnel they supervise.

Instructional Staff - All persons whose specific assignments customarily are made for the purpose of conducting instruction, academic research, curriculum development, or public service as a principal activity (or activities), and who may hold academic-rank titles of professor, associate professor, assistant professor, instructor, adjunct instructor, lecturer, or the equivalent of any one of these academic ranks.

Instructional personnel on sabbatical leave will be included at their regular salary. Replacement for these personnel should not be reported. Instructional personnel on leave without pay should not be reported; full-time replacement for these should be included.

Instructional Department Administrators - This personnel category includes those persons who provide direct administrative support to instructional department or divisions while devoting a smaller portion of their time (less than 50%) to instructional/teaching duties. If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category.

Librarian/Counselor - If instructional duties comprise 50% or more of their work schedule, they should be classified under the Instructional Staff category.

Teaching Assistant/Associate - Teaching Assistant/Associate or Research Assistant/Associate assists department chairperson, faculty or other professional staff members in the college or university by performing any combination of the following duties: develops teaching materials such as syllabi and visual aids; assists a supervising scientist in laboratory or field research; prepares and gives examinations; assists in student conferences; grades examinations and papers; and/or teaches lower-level courses.

Specialist/Support Staff - Individuals employed for the purpose of performing academic support, student service and institutional support activities. Includes employees such as accountants, student services professionals, systems analysts, programmers, coaches, lawyers, dietitians, and pharmacists. Also includes middle managers who do not have primary responsibility for the management of the institution but may assist the EAM staff. Excludes supervisors who have executive or

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0130

NAME: Activity - Occupational Activity Code

CONTINUATION:

managerial responsibilities in these specialist/support areas; they are reported as executive, administrative, and managerial staff.

Clerical and Secretarial - Includes those persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk typists, office machine operators, statistical clerks, payroll clerks, etc. Also include, sales clerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

Technical and Paraprofessionals - Includes those persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, junior colleges or through equivalent on-the-job training. Include computer operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational-activity categories but which are institutionally defined as technical assignments.

Includes persons who perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

Skilled Crafts - Includes those persons whose assignments typically require special manual skills and a thorough or comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and repairers, electricians, stationary engineers, skilled machinists, carpenters, compositors and typesetters.

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0130

NAME: Activity - Occupational Activity Code

CONTINUATION:

Service/Maintenance - Includes persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, garage laborers, custodial personnel, gardeners and grounds-keepers, refuse collectors, construction laborers, and security personnel.

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0140	NAME: Support
DEFINITION: Support Category - Those employees who are generally instructional support versus those who are primarily student support or institutional support. TABLE VALUES: I = Instructional N = Non-instructional Support	
EDIT:	
INTENT:	
PHYSICAL DESCRIPTION: PIC X(01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0150	NAME: Rank
DEFINITION: Academic Rank - Of the persons classified as Professional Employees, indicate those who hold an academic rank such as Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer. Indicate "No Academic Rank" if such is the case. TABLE VALUES: 1 = Professor 2 = Associate Professor 3 = Assistant Professor 4 = Instructor 5 = Lecturer 6 = No Academic Rank 7 = Other	
EDIT: Missing or non-numeric Critical Invalid code Critical	
INTENT: HEGIS Reports OCR Reports EEO-6 Reports	
PHYSICAL DESCRIPTION: PIC 9(01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0160	NAME: Degree
DEFINITION: Degree (highest held) - Highest college degree held.	
TABLE VALUES:	
1 = Doctorate	
2 = Masters + 30 or more hours	
3 = Masters	
4 = Bachelors	
5 = Associate	
6 = Less than Associate	
7 = Other	
EDIT: Missing or non-numeric Invalid code	
Critical Critical	
INTENT: SA-1 Reports EEO-6 Reports	
PHYSICAL DESCRIPTION: PIC 9(01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0170	NAME: Leave Type
DEFINITION: Leave Type <u>Sabbatical Leave</u> - Leave granted for a specified period of time with or without pay for professional development/growth. <u>Leave of Absence</u> - Leave with or without pay granted for a specified period of time. This leave is approved prior to the taking, except in emergency situations. TABLE VALUES: 0 = Not Applicable 1 = Sabbatical 2 = Leave of Absence with pay 3 = Leave of Absence without pay	
EDIT: Missing or non-numeric Critical Invalid code Critical	
INTENT:	
PHYSICAL DESCRIPTION: PIC 9(01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0180		NAME: Tenure	
DEFINITION: <u>Tenure</u> - Indicate those employees who hold tenure. <u>Not-Tenured</u> - Indicate employees who are not tenured (on track) in positions that may lead to consideration for tenure. TABLE VALUES: 01 = Tenured 02 = Non-Tenured (on track) 03 = Other			
EDIT: Missing or non-numeric Invalid Code		Critical Critical	
INTENT: HEGIS Report OCR Reports EEO-6 Reports			
PHYSICAL DESCRIPTION: PIC 9(01)		CREATE/CHANGE DATE: 07/15/88	

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0190	NAME: Tenure Date
DEFINITION: The date that tenure is granted. TABLE VALUES: MM = Month (01 thru 12) DD = Day (00 thru 31) YY = Year (00 thru current)	
EDIT: Missing or non-numeric Critical Invalid Range Critical < #0060 Critical > #0200 Critical	
INTENT:	
PHYSICAL DESCRIPTION: PIC 9(06)	CREATE/CHANGE DATE: 07/15/88

NUMBER: 0200	NAME: Termination
DEFINITION: This is the institution's official date of termination in the event of retirement, nonrenewal of contract, resignation, dismissal or death. TABLE VALUES: MM = Month (00 thru 12) DD = Day (00 thru 31) YY = Year (00 thru 99)	
EDIT: Missing or non-numeric Critical Invalid range Critical < # 0060 Critical Note: Termination (0200) may be greater than 0 and Termination Status (0210) = 0 <u>only if</u> Temporary (0080) = Y	
INTENT:	
PHYSICAL DESCRIPTION: PIC 9(06)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0210	NAME: Termination Status
DEFINITION: The status of termination. If applicable, may be either retired, resigned, dismissed, deceased, or not rehired. TABLE VALUES: 0 = Not applicable 1 = Retired 2 = Resigned 3 = Dismissed 4 = Deceased 5 = Contract not renewed	
EDIT: Missing or non-numeric Critical Invalid code Critical #0210 > 0 and #0200 = 0 Critical	
INTENT: OCR Reports	
PHYSICAL DESCRIPTION: PIC 9 (01)	CREATE/CHANGE DATE: 07/15/88

DIVISION OF COMMUNITY COLLEGES
PERSONNEL DATABASE
RUN DATE: 1/28/88

NUMBER: 0220	NAME: Soft-Money	
DEFINITION: Restricted Current Fund - Soft Money Persons on the institution's payroll who are paid in full from funds, traditionally referred to as "Soft Money", that are not part of the general operating fund budget of the institution. The funds may be from government agencies or private foundations for programs involving public services, research, capital improvements, administration of student-aid programs for grants, work aid, loans and other miscellaneous services. TABLE VALUES: Y = Yes N = No		
EDIT: Missing or numeric Invalid code		Critical Critical
INTENT: EEO-6 Reports		
PHYSICAL DESCRIPTION: PIC X(01)		CREATE/CHANGE DATE: 07/15/88

FRINGE BENEFITS

The Fringe Benefits reports is part B of the IPEDS-SA printout (Part A is derived from the APR). This printout is sent to the colleges to be completed and returned to the Division.

Once the Division has received the reports from all of the colleges, a systemwide summary is produced. This summary is sent to the colleges for verification. Upon verification, the original report is merged with Part A of the IPEDS-SA report. Additionally, the summary report will be published in the annual publication.

INSTRUCTIONS FOR PART B FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL
FACULTY ON 9/10-MONTH AND 11/12-MONTH CONTRACTS ACADEMIC
YEAR 1987-88

Report the projected fringe benefit expenditures which will be paid by the institution, State and local government to full-time instructional faculty during the academic year. Fringe benefits should be reported only for those salaried instructional faculty reported in Part A of this survey, excluding those on other than 9/10-month and 11/12-month salary contracts (Part A-Section III, line 31).

Fringe benefit expenditures for all instructional faculty (total men and women) on 9/10-month contracts should be reported in Part B, column (1), and the number of faculty covered in column (2). Similarly, the fringe benefits for all instructional faculty on 11/12-month contracts should be reported in Part B, column (3), and the number of faculty covered in column (4).

Fringe benefits are defined as cash contributions in the form of supplementary or deferred compensation other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest whole dollar. When an expenditure is reported for a fringe benefit, the number of persons receiving the benefit should also be reported.

LINES 32 and 33. Retirement Plans (Other Than Social Security). Report contributions by the institution, State and local government toward retirement on lines 32 and 33 according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by the institution, State and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

On line 32, report contributions toward retirement if they become vested in the faculty member not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another state. If the institution's retirement vesting provision meets the 5-year criterion, report all contributions to the retirement plan on line 32 even though some faculty members may have been employed less than 5 years.

On line 33, report expenditures for retirement plans in which the employer's contribution becomes vested in the faculty member after 5 years or only upon retirement.

LINE 34. Medical/Dental Plans Report contributions to insurance plans which provide for hospital, medical, surgical, or dental care.

LINE 35. Guaranteed Disability Income Protection Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 6 months) not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick-leave benefits.

LINE 36. Tuition Plan Report cash payments and the dollar value of tuition waivers and exchanges for dependents (including spouse) of faculty members to attend another institution or this institution. If the tuition plan is available to all dependents of all faculty members to attend any institution of their choice, please check "No" box on line 36. If either of these conditions does not apply, please check "Yes" box on line 36.

The number covered by this benefit should be the number of faculty dependents receiving tuition, rather than the number of faculty members covered by this benefit. If the number of faculty dependents who will receive this benefit in the academic year covered by this report is unknown, apply the current rate for the benefit to the number receiving the tuition benefit in the previous academic year to derive an estimate.

LINE 37. Housing Plan. Report the expenditures in the form of cash payments or subsidies to faculty members for off-campus or institution-owned housing. If faculty members have the option of choosing off-campus housing, please check "No" box on line 37. If the housing plan only applies to institution-owned housing, please check "Yes" box on line 37. If the number of faculty members who will receive the housing benefit in the academic year covered by this report is unknown, apply the current rate for this benefit to the number receiving the housing benefit in the previous academic year to derive an estimate.*

LINE 38. Social Security Taxes. If covered by Social Security, report the F.I.C.A. taxes calculated at the rate effective January 1, 1987.*

LINE 39. Unemployment Compensation. Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.*

LINE 40. Group Life Insurance. Report expenditures by the institution to support the group life insurance program.*

LINE 41. Worker's Compensation. Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.*

LINE 42. Other Benefits in Kind With Cash Options. Report personal benefits in kind only if the faculty member has, without the imposition of conditions, the option of taking a cash payment if the person prefers to use the money in some other way. Since the objective is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.*

LINE 43. Total. Report the sum of the expenditures on lines 32-42 for each of columns (1) and (3).

* Please verify that the number covered in column (2) on this line does not exceed the total reported in Part A, line 15, column (4). Also verify that the number covered in column (4) on this line does not exceed the total reported in Part A, line 30, column (4).

**PART B - FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY
ON 9/10-MONTH AND 11/12-MONTH SALARY CONTRACTS, ACADEMIC YEAR 1987-88**

10.52

FRINGE BENEFITS	LINE NO.	FACULTY ON 9/10-MONTH CONTRACTS		FACULTY ON 11/12-MONTH CONTRACTS	
		EXPENDITURES (IN WHOLE DOLLARS)	NUMBER COVERED	EXPENDITURES (IN WHOLE DOLLARS)	NUMBER COVERED
		(1)	(2)	(3)	(4)
RETIREMENT PLANS (OTHER THAN SOCIAL SECURITY) VESTED WITHIN 5 YEARS	32	\$		\$	
VESTED AFTER 5 YEARS	33				
MEDICAL/DENTAL PLANS	34				
GUARANTEED DISABILITY INCOME PROTECTION	35				
TUITION PLAN (DEPENDENTS ONLY) CHECK ONE: RESTRICTED: ☐ YES ☐ NO	36				
HOUSING PLAN CHECK ONE: RESTRICTED: ☐ YES ☐ NO	37				
SOCIAL SECURITY TAXES	38				
UNEMPLOYMENT COMPENSATION	39				
GROUP LIFE INSURANCE	40				
WORKER'S COMPENSATION	41				
OTHER BENEFITS IN KIND WITH CASH OPTIONS	42				
TOTAL	43	\$		\$	

APR-2: SALARIES FOR SELECTED POSITIONS

The APR-2 report is sent to the colleges. After the colleges have completed the form, it is then returned to the Division. After the APR-2 report has been returned by all the colleges, a systemwide summary by college is produced. This summary is then sent to the colleges for verification. After the report is verified, the original is filed and the summary will be put into the annual publications.

Instructions for completing the APR-2 Salaries for Selected Positions

The Annual Salary Rate should be the 12 month salary rate as of October 1. The cost of fringe benefits and perquisites should not be included. In the event that the salary rate is for a period less than twelve months, please indicate with a footnote of explanation. The salary rate reported should be for the individual with the overall responsibility for that function (i.e. Dean of Business Affairs is the Chief Business Affairs Officer). Institutions with more than one person in a particular function (e.g. campus vice president) should report the highest salary rate paid.

DIVISION OF COMMUNITY COLLEGES
SALARIES OF SELECTED POSITIONS

ACADEMIC YEAR: _____

COLLEGE: _____

POSITION

ANNUAL SALARY RATE

President

Executive Vice President

Provost/Campus Vice President

Chief Academic Affairs Officer

Chief Business Affairs Officer

Chief Student Affairs Officer

Chief Librarian/Learning Resources

Chief Student Records (Registrar)

and/or Director of Admissions

Prepared by: _____

Date prepared: _____

Return to: Bureau of Information Systems
Division of Community Colleges
Department of Education
Knott Building
Tallahassee, Florida 32399

APR-2
9/87

APR-3: SALARY SCHEDULE FOR INSTRUCTIONAL PERSONNEL

The salary schedule information is widely used by the Legislature, and for the purpose of making comparisons with K-12 salaries and comparisons with other states.

The APR-3 is sent out to the colleges for completion. It is then sent back to the Division and a systemwide summary report is produced. This summary is sent to the colleges for verification. After it is verified, the original is filed and the summary will be put into the annual publications.

Instructions for the Salary Schedule for Instructional Personnel Report (APR-3)

Parts A or B - Salary schedule for instructional personnel. This report is separated into two parts which should be completed by each college. If your college uses professorial ranks, please complete the matrix on the bottom half of the page, Part B. For those colleges not using professorial rank, complete the matrix on the top portion of the page, Part A.

For each contract, report the number of contract days and the minimum and maximum salaries by degree category or rank as specified in the college's salary schedule. Do not report what is currently being paid to someone in a category or the average salary of persons in a category.

DIVISION OF COMMUNITY COLLEGES
SALARY SCHEDULE FOR INSTRUCTIONAL PERSONNEL
1988-89

College: _____

Fill in Part A or Part B.

A. Summary of Salary Schedule for Instructional Personnel for Colleges NOT using Professorial Rank

Contract Length	Doctorate		Masters Degree Plus Thirty		Masters Degree		Bachelors Degree		Less Than A Bachelors Degree	
	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Days										

B. Summary of Salary Schedule for Instructional Personnel for Colleges Using Professorial Rank

Contract Length	Professor		Associate Professor		Assistant Professor		Senior Master Instructor		Instructor	
	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.
Days										

APR-3

Return to: Bureau of Information Systems
Division of Community Colleges
Knott Building
Tallahassee, Florida 32399

Prepared By: _____

Date Prepared: _____

APR-4: REPORT OF SALARY INCREASES

The APR-4 is a required report as stated in the Proviso language of the 1988 General Appropriations Act.

The APR-4 is sent to the colleges. After the APR-4 is returned to the Division, a systemwide summary report is produced. A copy of this summary report is sent to each community college and the State Board of Community Colleges. The originals are kept in the Finance Bureau.

Instructions for the Report Of Salary Increases (APR-4)

Section I - Continuing Increases

The information to be provided in this section of the report relates to salary increases given to full-time employees over the salaries paid in the previous year which are intended to continue to be paid as part of their salaries in future years. Increases to be reported include: step increases in the salary schedule based upon years of service; improvements to the salary schedule; across the board percentage increases; lump-sum payments intended to be paid on a recurring basis and all other increases of this nature. Increases for promotions to more responsible positions or based upon higher qualifications should not be included. Lump-sum or one-time-only payments which are not intended to be continued in future years should not be reported in this section, but will be reported in Section II of this report. If increases have not been finalized, provide estimated information and clearly identify such estimates.

This report should include only salary amounts. The cost of fringe benefits associated with the salaries should not be included. The categories of employees indicated in the column headings are defined in the Accounting Manual for Florida's Public Community Colleges, 1985 as salary accounts in the 50000 series of accounts. Amounts to be reported are annual amounts.

Section I - Specific Instructions

Line 1 - Report in each column the amount of the salary increase over the amount paid in the previous year. If the amount of the increase varies for employees within a category, report the average amount for all employees in the category.

Line 2 - Report in each column the percentage which the amount reported in line 1 represents of the average prior year salaries of employees in that category. This percentage does not have to correlate exactly with the dollar amount reported on line 1, but should reflect the average increase for employees.

Section II - One-Time-Only Payments

This section of the report is to provide information regarding one-time-only payments to employees in the previous year which are not intended or planned to be paid on a continuing basis. Only the salary payments are to be included. Payments for fringe benefits should not be included in this report.

Section II - Specific Instructions

Line 3 - Report in each column the amount given to employees in that category. If the amount varies for employees within a category, report the average for all employees in that category.

Line 4 - Indicate in each column the percentage which the amount reported on line 3 represents of the average prior year salary of employees in that category. This percentage does not have to correlate exactly with the dollar amount reported on line 3, but should reflect the average increase for employees.

REPORT OF SALARY INCREASES
1988-89

College _____

	GL Codes 52000 Series	GL Codes 51000 Series	GL Codes 53000 Series	GL Codes 54000 Series
	Full-Time Instructional (Per Year)	Executive Administrative Managerial (Per Year)	Other Professional (Per Year)	Technical Clerical and Trade (Per Year)
Section I (Continuing Increases)				
1) Average Amount of Increase for 1988-89 Per Employee	\$	\$	\$	\$
2) Percent Increase over 1987-88	%	%	%	%
Section II (One-Time-Only-Payments)				
3) Amount of Payment Per Employee	\$	\$	\$	\$
4) Percent of 1987-88 Salary	%	%	%	%

President's Signature: _____

Prepared By: _____

Date: _____

Return to: Bureau of Information Systems
Division of Community Colleges
Department of Education
Knott Building
Tallahassee, Florida 32399

APR-4

9/88

APR-5: REPORT OF ANNUAL SALARY RATES

The APR-5 meets the requirements in Section 240.347(2), Florida Statutes. The information generated from the APR-5 is used by the Legislature in calculating the amount to be appropriated for salary increases. A systemwide summary report is generated from the APR-5. A copy of the summary report is sent to each community college, the Governor's office, and the Legislature. The originals are maintained in the Bureau of Financial and Business Services.

Instructions for the Report of Annual Salary Rates (APR-5)

Columns

The personnel categories used in the column headings are those used in the legislative funding process and should be correlated with the definitions used in the cost analysis. The columns headed "Instructional" will include personnel costs which would be reported in Part I of the CA-2 report as follows:

(a) Faculty Salaries - Payments made for persons paid from Salary accounts which would be reported as instructional expenditures on Part I of the CA-2.

(b) Non-Faculty Salaries - Payments made for persons paid from Salary accounts which would be reported as Administrative/ Managerial or Support expenditures on Part I of the CA-2.

(c) Faculty OPS - Payments made for persons paid from OPS accounts which would be reported as instructional expenditures on Part I of the CA-2.

(d) Non-Faculty OPS - Payments made for persons paid from OPS accounts which would be reported as Administrative/ Managerial or Support on Part I of the CA-2.

The columns headed "Non-Instructional" will include personnel costs which would be reported in Part II of the CA-2 report as follows:

(a) Administrative - Payments made for persons paid from Salary accounts which would be reported as Executive, Administrative, Managerial expenditures on Part II of the CA-2.

(b) Professional - Payments made for persons paid from Salary accounts which would be classified as Professional/ Specialist expenditures on Part II of the CA-2.

(c) Non-Professional - Payments made for persons paid from Salary accounts which would be reported as Support expenditures on Part II of the CA-2.

(d) OPS - Payments made for persons paid from OPS which would be reported as personnel expenditures on Part II of the CA-2.

Actual Annual Rates at June 30 of the Fiscal Year Just Concluded
(Pages 1 and 2)

The amounts to be reported for salaries and wages are the amounts required to pay salaries and wages for a full year at the annual rate of pay which was in effect on June 30, for established positions (filled or vacant) existing at that time. The amounts to be reported for employer-paid contributions for retirement, social security, health insurance, life insurance and other benefits, are the amounts required to be paid, based on the salaries and wages reported, at the contribution rates in effect at June 30. The personnel positions to be included are those positions which are paid from the General Current Fund from student fee revenue and State General Revenue (CCPF) received through the Division of Community Colleges. All positions paid from the CIS appropriation, federal funds or other contracts, gifts or grants, and activity and service fees, will be excluded from this report. Lump-Sum or One-Time-Only payments which were paid during the fiscal year should not be included in the amounts reported on page 1 of this report. Page 2 should be used to report total amounts which were expended during the fiscal year just concluded for lump-sum or one-time-only payments.

Estimated Annual Rates June 30, of the Current Fiscal Year (Pages 3 and 4)

The amounts to be reported for salaries and wages are the amounts required to pay salaries and wages for a full year at the annual rate of pay which will be in effect on June 30 of the current fiscal year for established positions (filled or vacant) existing at that time. The amounts to be reported for employer paid contributions for retirement, social security, health insurance and other benefits, are the amounts required to be paid, based on the salaries and wages reported, at the contribution rates in effect at June 30 of the current fiscal year. The personnel positions to be included are those positions which are paid from the General Current Fund from student fee revenue and State General Revenue (CCPF) received through the Division of Community Colleges. All positions paid from the CIS appropriation, federal funds or other contracts, gifts or grants, and activity and service fees, are to be excluded from this report. Lump-Sum or One-Time-Only payment which will be made in the current fiscal year, but will not be made in the following fiscal year, should not be included in the amounts reported on page 3 of this report. Page 4 should be used to report total amounts which will be expended in the current fiscal year for Lump-Sum or One-Time-Only payments which are not planned to be continued in the following fiscal year.

DUE BY OCTOBER 15

Return to: Bureau of Information Systems
Division of Community Colleges
Department of Education
Knott Building
Tallahassee, Florida 32399

REPORT OF ANNUAL SALARY RATES
Actual at June 30, 1988
(Exclude Lump-Sum or One-Time-Only Payments)

College _____

	INSTRUCTIONAL				NON-INSTRUCTIONAL			
	Faculty Salaries	Non-Faculty Salaries	Faculty OPS	Non-Faculty OPS	Administrative	Professional	Non-Professional	Non-Instructional OPS
ANNUAL RATES								
Annual Salaries and Wages								
Employer Retirement Contributions								
Employer Social Security Contributions								
Employer Health Insurance Contributions								
Employer Life Insurance Contributions								
Other Employer Paid Benefits (Itemize)								
TOTAL								

Return to: Bureau of Information Systems
Division of Community Colleges
Department of Education
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Tallahassee, Florida 32399

Page 1

9/87

APR-5

REPORT OF ANNUAL SALARY RATES
Actual at June 30, 1988
1987-88 Lump-Sum or One-Time-Only Payments

College _____

	INSTRUCTIONAL				NON-INSTRUCTIONAL			
	Faculty Salaries	Non-Faculty Salaries	Faculty OPS	Non-Faculty OPS	Adminis-trative	Profes-sional	Non-Profes-sional	Non-Instruc-tional OPS
ANNUAL RATES								
Annual Salaries and Wages								
Employer Retirement Contributions								
Employer Social Security Contributions								
Employer Health Insurance Contributions								
Employer Life Insurance Contributions								
Other Employer Paid Benefits (Itemize)								
TOTAL								

Return to: Bureau of Information Systems
Division of Community Colleges
Department of Education
Knott Building
Tallahassee, Florida 32399

Page 2

9/87

340

APR-5

REPORT OF ANNUAL SALARY RATES
 Estimated at June 30, 1989
 (Exclude Lump-Sum or One-Time-Only Payments)

College _____

ANNUAL RATES	INSTRUCTIONAL				NON-INSTRUCTIONAL			
	Faculty Salaries	Non-Faculty Salaries	Faculty OPS	Non-Faculty OPS	Administrative	Professional	Non-Professional	Non-Instructional OPS
Annual Salaries and Wages								
Employer Retirement Contributions								
Employer Social Security Contributions								
Employer Health Insurance Contributions								
Employer Life Insurance Contributions								
Other Employer Paid Benefits (Itemize)								
TOTAL								

Return to: Bureau of Information Systems
 Division of Community Colleges
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 Tallahassee, Florida 32399

Page 3

9/87

APR-5

REPORT OF ANNUAL SALARY RATES
Estimated at June 30, 1989
1988-89 Lump-Sum or One-Time-Only Payments

College _____

	INSTRUCTIONAL				NON-INSTRUCTIONAL			
	Faculty Salaries	Non-Faculty Salaries	Faculty OPS	Non-Faculty OPS	Adminis-trative	Profes-sional	Non-Profes-sional	Non-Instruc-tional OPS
ANNUAL RATES								
Annual Salaries and Wages								
Employer Retirement Contributions								
Employer Social Security Contributions								
Employer Health Insurance Contributions								
Employer Life Insurance Contributions								
Other Employer Paid Benefits (Itemize)								
TOTAL								

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Division of Community Colleges
Department of Education
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Page 4

9/87

APR-5

342

APR Appendix A

This appendix contains a matrix of the APRS reports included in the publication and quantity sent to the specified organization.

343

10.68

INFORMATION FLOW TO
SELECTED STATE PUBLICATIONS
AND FEDERAL REPORTS

Page 1 of 2

REPORTS	PUBLICATIONS			Federal Reports
	Report for Florida Community Colleges	Faculty Salaries	EA/EO	
APR				
Avg. Salary by Contract Length				
Instructional Personnel	x			
Instructional Dept. Admin.	x			
Executive, Administrative and Managerial Personnel	x			
Noninstructional Professional	x			
Summary of Scheduled Salary Ranges for Inst. Personnel	x	x		
Report of Annual Salaries				
Instructional		x		
Instructional Dept. Administration		x		
Executive, Administrative and Managerial		x		
Noninstructional Professional		x		
IPEDS (Salaries and Fringe Benefits)				x
OCR				
A1b (New Employees)				x
19YY Deficiencies 19YY Hiring Record			x	
A3 (Retirements, Resignations, & Dismissals of Employees)				x
A4 (Promotions of Employees)				x

INFORMATION FLOW TO
SELECTED STATE PUBLICATIONS
AND FEDERAL REPORTS

Page 2 of 2

REPORTS	PUBLICATIONS			Federal Reports
	Report for Florida Community Colleges	Faculty Salaries	EA/EO	
EEO-6				x
College Employees System Totals	x			
Fall 19YY Full-Time Employees Percent Black			x	
Full-Time Black Employees 19YY/19YY			x	
All Employees			x	
Fall 19YY Full-Time Executive; Administrative, Managerial			x	
Fall 19YY Full-Time Instructional Employees			x	
Fall 19YY Full-Time Other Professional Employees			x	
Fall 19YY - Executive, Admin., Managerial - New Hires			x	
All Instructional - New Hires			x	
Fall 19YY All Other Professional New Hires			x	
EEO-6 Supplement				x
APR-2 Salaries for Selected Positions	x			

DISTRIBUTION CHART

Page 1 of 2

	PUBLICATIONS			Directory
	Report for Florida Community Colleges Fact Book	Faculty Salaries Florida Community Colleges	EA/EO	
Community College President	5/campus	1 each	1 each	10/campus
Community College Library	1/college			
Division of Community Colleges Staff	1 each	1 each	1/ bureau	1 each
State Board of Community Colleges	1 each	1 each		1 each
Community Colleges Trustees	1 each		1/chairman	
State of Florida Library	35			35
Education Resource Information Center (ERIC)	2			2
Florida Educational Information Services (FEIS)	2			2
Inter-Institutional Research Council (IRC)	20			1
Florida Association of Community Colleges (FACC)	2			2
FTP-NEA	2			2
State Board of Education (Cabinet)	1 each			
House Higher Education Committee	5			
Senate Education Committee	5			
House Appropriations Committee	3			
Senate Appropriations Committee	3			
Auditor General	5			
BOR, Chancellor	1		1	1
Division of Vocational Education Director	1			1

DISTRIBUTION CHART

Page 2 of 2

	PUBLICATIONS			Directory
	Report for Florida Community Colleges Fact Book	Faculty Salaries Florida Community Colleges	EA/EO	
Division of Public Schools, Director	1			1
Deputy Commissioner	1			
Associate Deputy Commissioner	1			
Deputy Commissioner for Administration	1		1	
Deputy Commissioner for Special Programs	1			
Out-of-State Community College Directors	1 each			
University Liaison Representatives				1 each
Commissioner of Education	1			1
Community College Personnel Directors		1 each		
Community College Equity Coordinators			1 each	
Reports Coordinators	1 each	1 each	1 each	1 each
Office of Civil Rights			1	
EA/EO Board Members			6	
EA/EO Advisory Members			11	
State University System EA/EO			1	

NOTE: Copies are also distributed on request.

SECTION 11

FTE ENROLLMENT REPORTS (FA-2,3,4)

Purpose of the Reports

The information contained in these reports is used in planning activities carried on by the Division. Enrollment data are audited at the colleges to determine if the student semester hours and credit hour equivalents reported are accurate and properly recorded. The FA-4 data must be used by the college in its cost analysis. It is, therefore, necessary that each college maintain a student accounting system with accurate and auditable records for the initial registration and subsequent registrations in each term.

The three reports (FA-2, 3, 4) have the same format and should contain the following enrollment data:

- | | |
|------|---|
| FA-2 | Actual Summer and Initial Fall enrollment with estimates for the remainder of the year. Only the Initial and Total Registration columns need to be completed for the Winter term. Include Other Registration figures with Initial Registration for the Winter term so that the figures in this column are identical with the Total Registration column. |
| FA-3 | Actual Summer, Fall and Initial Winter enrollment with estimates of enrollment for the remainder of the Winter term. <u>All</u> columns are to be completed, including Initial and Other Registration columns for each term. |
| FA-4 | Actual Summer, Fall and Winter enrollment for all registrations. In this report all the columns (Initial, Other and Total Registrations for each term) are completed using actual enrollments. |

Instructions

All credit hours for which students register and all credit hours equivalents must be included in the hours reported. A student is officially registered for a course when either the payment of the required fees, waiver of fees, or deferment of fees transaction is completed and recorded in the financial and student records maintained by the college. The student semester hours reported should not include those for students who withdraw from courses and received a total or partial refund.

In the event that adjustments must be made to actual enrollment data reported previously, the corrected enrollment should be entered in the appropriate column(s) and identified as a correction.

There may be instances where courses begin in one reporting term or year and end in the next. Student semester hours/credit hour equivalents for these courses will be reported in the term or year in which the course begins.

Definitions

Student Semester Hours (SSH) - These are determined by the number of student credit hours in Advanced and Professional and Post-secondary Vocational courses for which students are duly registered during each term. Report student semester hours to the nearest 1/10 SSH (one decimal place).

Initial Registration - Include in this column student semester hours or credit hour equivalents for those students officially registered during the major registration at, or prior to, the beginning of the term.

Other Registrations - In this column report the number of student semester hours/credit hour equivalents for students registering at times other than initial registration. Note that "Other Registrations" does not refer to "Drop/Add" or other adjustments to the Initial Registration.

Total Registration - This is the sum of student semester hours and credit hour equivalents reported in the Initial and Other Registrations for any term.

Total Year SSH/CHE - This is the sum of the Total Registration for each of the three terms.

Credit Hour Equivalents (CHE) - These are the computed equivalents of student semester hours in courses for which credit is awarded on an instructional hour basis. Report Credit Hour Equivalents to the nearest 1/10 CHE (one decimal place). Student credit hour equivalents are computed as follows:

- (1) Postsecondary Adult Vocational, Supplemental Vocational and Adult General Education (College Preparatory, Vocational Preparation, Adult Basic, Adult Secondary, GED Test Preparation and Lifelong Learning). - These are to be calculated on the basis of the total number of instructional hours divided by 30.
- (2) Recreation and Leisure Time - Computed by dividing the total number of instructional hours by 30.

Supplemental FTE Enrollment Reports Instructions - In addition to total enrollments, additional targeted students must be identified. These are (except for Sunshine State Skills enrollments) subsets of students reported on the first two pages of the report, but must be identified for purposes of planning and legislative need. These are:

1. State Correctional Inmate Enrollments
2. Federal Correctional Inmate Enrollments (Chipola Junior College and Okaloosa-Walton Community College only)
3. Other Correctional Inmate Enrollments
4. Dual Credit High School Students
5. Fee Waiver Enrollments
6. In-kind Contributions Enrollments
7. College Preparatory Enrollments
8. Sunshine State Skills Enrollments
9. Enrollments by Site

On all supplemental FTE Enrollment Reports, SSH and CHE are to be reported as annual estimates (FA-2,3) or actual enrollments for the entire reporting year (Summer, Fall, Winter) on the FA-4.

State Correctional Inmate Enrollments - Report the number of SSH or CHE registered by state correctional inmates under an instructional services contract where the instructional services are being provided in exchange for a monetary consideration.

NOTE: Do not include State Correctional Inmates paying their own fees in college credit courses (Advanced & Professional and Postsecondary Vocational). These enrollments are to be reported under Other Correctional Inmates.

Federal Correctional Inmate Enrollments - Report the number of SSH or CHE registered by federal correctional inmates under an instructional services contract where the instructional services are being provided in exchange for a monetary consideration.

NOTE: Do not include Federal Correctional Inmates paying their own fees in college credit courses (Advanced & Professional and Postsecondary Vocational). These enrollments are to be reported under Other Correctional Inmates.

Other Correctional Inmates - Report the number of SSH or CHE registered by correctional inmate students not reported under Service Contract Enrollment. Indicate if they are fee-paying or non-fee-paying. The enrollments for these students are to be reported on a separate page for each of the following categories:

1. State Correctional Inmates (Only fee paying State inmates in Advanced & Professional and Post-secondary Vocational Courses)
2. Federal Correctional Inmates (Only fee paying Federal inmates in Advanced & Professional and Post-secondary Vocational Courses)
3. County Correctional Inmates*
4. Municipal Correctional Inmates*

* Adult Basic, Secondary and GED enrollments are considered as fee paying.

Dual Enrolled (Dual Credit) High School Students - Report the number of SSH/CHE registered by high school students in courses administered by the college and for which credit is being earned toward a high school diploma and an associate degree or certificate. Do not report registrations by high school students in courses which do not earn credit for a high school diploma. The four categories of dual credit high school students as defined by s. 240.116, F.S. are: Associate Degree, Postsecondary Adult Vocational (Certificate), Early Admission, and Advanced Placement.

As specified in 1988 Proviso Language, .25 will be added to reported enrollments by the Division when full-time equivalent (FTE) enrollments are calculated for Dual Enrolled (dual credit) High School Students.

Fee Waiver Enrollments - Report the number of SSH/CHE registered by students whose fees are waived. (Student fees waived by means of an in-kind contribution in lieu of fees are reported under In-kind Contributions Enrollments.)

Report the number of SSH/CHE for those students whose fees were waived as authorized by the 1988 Legislature.

While fees may be waived for any non-fee exempt student, they will count for funding purposes only up to the authorized amount. Only those fees waived for students enrolled in Postsecondary Adult Vocational, Supplemental Vocational or Vocational Preparatory courses may be counted as authorized fee waivers.

In-kind Contributions Enrollments - Report the number of SSH/CHE registered by students where in-kind contributions in lieu of student fees were accepted by the college. The market value of the in-kind contribution in lieu of fees must at least equal the value of student fees for which the contribution is accepted.

While in-kind contributions in lieu of fees are acceptable for any non-fee exempt student, they will count for funding purposes only up to the authorized amount. Only those in-kind contribu-

tions in lieu of fees for students enrolled in Postsecondary Adult Vocational, Supplemental Vocational or Vocational Preparatory courses may be counted as authorized fee waivers.

College Preparatory Enrollments - Report the number of CHE (and SSH - see Category 3) registered by students enrolled in college preparatory courses. The enrollments for these students are to be reported on a separate page for each of the following categories:

1. Students who scored below those scores specified in Rule 6A-10.0315, FAC College Preparatory Testing in terms of Credit Hour Equivalents (CHE).
2. All other students enrolled in college preparatory courses in terms of Credit Hour Equivalents (CHE).
3. Total of all students enrolled in college preparatory courses in terms of Student Semester Hours (SSH). (Report only with the FA-4.)

NOTE: The total CHE for categories 1. and 2. should equal CHE reported on Page 11.11 as 1.31.1 College Preparatory.

Sunshine State Skills Enrollments - Report the number of SSH and CHE registered by students enrolled in courses funded by the Sunshine State Skills appropriation. The enrollments for these students are not to be included with enrollments reported on the first two pages of the FA Report.

Enrollments by Site (Report only with the FA-4 Report)

Report the number of SSH and CHE registered by students in courses or programs offered at each site listed in the College Site Inventory recorded in the CCMIS Facilities Inventory system. A separate report is required for each site. Include in the appropriate site report, the SSH or CHE registered by students in courses or programs at another location that would be housed on site if facilities were available. Report on a separate form identifying this site as "other", the number of SSH or CHE registered by students in courses or programs not requiring permanent facilities. If no enrollments are generated for a specified site, include a report for that site showing zero enrollments. The summation of SSH/CHE in all site reports should equal total SSH/CHE reported on pages one and two of the FA-4 report.

Enrollments by site will be reported only with the FA-4 report.

Matrix of Adjustments to Derive Fee Paying Students - The following "Matrix of Adjustments" illustrates adjustments to total FTE enrollments to derive fee paying students. It should be used as a reference in completing the Supplemental FTE Enrollment Reports.

Florida Community Colleges
1988-89 FTE ENROLLMENT REPORT
MATRIX OF ADJUSTMENTS TO DERIVE FEE-PAYING STUDENTS

	Advanced and Professional	Postsecondary Vocational	Postsecondary Adult Vocational	Supplemental Vocational	College Preparatory	Vocational Preparatory	Adult Basic, Secondary & GED	Lifelong Learning	Grand Total
Total FTE Enrollments	T ₁	T ₁	T ₁	T ₁	T ₁	T ₁	T ₁	T ₁	T ₁
- State Correctional Inmates	0	0	-	-	-	-	-	-	-
- Federal Correctional Inmates	0	0	-	-	-	-	-	-	-
In-kind Contributions									
In-Kind Contributions Counted as Authorized Fee Waivers	0	0	+	+	0	+	0	0	+
- In-kind Contributions Not Counted as Authorized Fee Waivers	-	-	-	-	-	-	-	-	-
Other Correctional Inmates									
State Fee Paying	+	+	0	0	0	0	0	0	+
Federal Fee Paying	+	+	0	0	0	0	0	0	+
County Fee Paying	+	+	+	+	+	+	+	-	+
Municipal Fee Paying	+	+	+	+	+	+	+	-	+
- County Non-Fee Paying	-	-	-	-	-	-	0	-	-
- Municipal Non-Fee Paying	-	-	-	-	-	-	0	-	-
Fee Waivers									
Counted as Authorized Fee Waivers	0	0	+	+	0	+	0	0	+
- Not Counted as Authorized Fee Waivers	-	-	-	-	-	-	-	-	-
Dual Enrolled HS Students	+ ₁	+ ₁	+ ₁	0	0	0	0	0	+ ₁
College Prep									
Students Below Cutoff	0	0	0	0	+	0	0	0	+
All Other Students	0	0	0	0	+	0	0	0	+
FTE Enrollments - Fee Paying Students	T ₂	T ₂	T ₂	T ₂	T ₂	T ₂	T ₂	T ₂	T ₂
Legend: T ₁ Total Enrollments of All Students + ₁ Included in Total (T ₁ and also T ₂)			- 0	Deducted from T ₁ Must be Zero	1 T ₂	.25 Additional FTE Added to T ₁ and T ₂ Total of Fee Paying Students Only			

REV: 6/88

FA-__ FTE ENROLLMENT REPORT
COVER SHEET

College: _____

Supplemental Enrollment Reports	Included with Package	Not Included
1. State Correctional Inmates		
2. Federal Correctional Inmates (CJC and OWCC only)		
3. Other Correctional Inmates Fee Paying		
Non-Fee Paying		
4. Dual Credit High School Students		
5. Fee Waivers		
6. In-Kind Contributions		
7. College Preparatory Students		
8. Sunshine State Skills Students		
9. Enrollments by Site		

NOTE: Return with FA-__ Package

Rev. 6/88

DIVISION OF COMMUNITY COLLEGES
FTE ENROLLMENT REPORT
(STUDENT SEMESTER HOUR/CREDIT HOUR EQUIVALENT)

College: _____

CODE/DISCIPLINE		SUMMER			FALL			WINTER			TOTAL YEAR SSH
		Initial Regis.	Other Regis.	Total Regis.	Initial Regis.	Other Regis.	Total Regis.	Initial Regis.	Other Regis.	Total Regis.	
1.1	Advanced and Professional										
1.11.01	Agriculture & Nat. Res.										
1.11.02	Architecture & Environ.										
1.11.04	Biological Science										
1.11.09	Engineering										
1.11.12	Health Professions										
1.11.19	Physical Sciences										
1.12.10	Fine and Applied Arts										
1.13.11	Foreign Languages										
1.13.15	Letters										
1.14.08	Education										
1.15.05	Business & Management										
1.16.07	Computer & Infor. Science										
1.16.17	Mathematics										
1.17.03	Area Studies										
1.17.20	Psychology										
1.17.22	Social Sciences										
1.18.06	Communications										
1.18.13	Home Economics										
1.18.14	Law										
1.18.16	Library Science										
1.18.18	Military Science										
1.18.21	Public Affairs										
1.18.23	Theology										
1.18.49	Interdisciplinary										
TOTAL ADVANCED AND PROFESSIONAL											
1.2	Postsecondary Vocational										
1.21.01	Agriculture										
1.22.01	Distributive										
1.23.01	Health										
1.24.01	Home Economics										
1.25.01	Office										
1.26.01	Trade and Industrial										
1.27.01	Public Service										
TOTAL POSTSECONDARY VOCATIONAL											
TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL											

FA -

357

College: _____

CODE/DISCIPLINE	SUMMER			FALL			WINTER			TOTAL YEAR CHE
	Initial Regis.	Other Regis.	Total Regis.	Initial Regis.	Other Regis.	Total Regis.	Initial Regis.	Other Regis.	Total Regis.	
1.2 Postsecondary Adult Vocational										
1.21.02 Agriculture										
1.22.02 Distributive										
1.23.02 Health										
1.24.02 Home Economics										
1.25.02 Office										
1.26.02 Trade and Industrial										
1.27.02 Public Service										
TOTAL POSTSECONDARY ADULT										

1.2 Supplemental Vocational

1.21.03 Agriculture										
1.22.03 Distributive										
1.23.03 Health										
1.24.03 Home Economics										
1.25.03 Office										
1.26.03 Trade and Industrial										
1.27.03 Public Service										
TOTAL SUPPLEMENTAL VOCATIONAL										

TOTAL POSTSECONDARY ADULT AND
SUPPLEMENTAL VOCATIONAL

1.3 Adult General Education

1.31.1 College Prep.										
1.31.2 Vocational Prep.										
1.32.1 Adult Basic										
1.32.2 Adult Secondary										
1.32.3 GED Prep.										
1.33 Lifelong Learning										
TOTAL ADULT GENERAL EDUCATION										

1.4 Community Instructional Service

1.42 Recreational & Leisure										
TOTAL COMMUNITY INSTRUCTIONAL SERVICES										

TOTAL CREDIT HOUR EQUIVALENTS										
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Prepared by: _____ Date: _____ Signed: _____ Chairman, Board of Trustees Signed: _____ President

FA - ☐

FTE ENROLLMENT REPORT - STATE CORRECTIONAL INMATE ENROLLMENTS

College: _____

Prepared by: _____

CODE/DISCIPLINE	TOTAL YEAR
1.1 Advanced & Professional	SSH
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	

1.2 Postsecondary Vocational	
1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	

TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL	
---	--

1.2 Postsecondary Adult Vocational	TOTAL YEAR CHE
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	

1.2 Supplemental Vocational	
1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	

TOTAL POSTSEC. ADULT & SUPP. VOC.	
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1.3 Adult General Education	
1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	

1.4 Community Instructional Services	
1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	

TOTAL CREDIT HOUR EQUIVALENTS	
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FA - ☐

Rev. 6/88

FTE ENROLLMENT REPORT - FEDERAL CORRECTIONAL INMATE ENROLLMENTS
(Chipola Junior College and Okaloosa-Walton Community College only)

College: _____

Prepared by: _____

CODE/DISCIPLINE	TOTAL YEAR SSH
1.1 Advanced & Professional	
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	
1.2 Postsecondary Vocational	
1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	
TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL	

CODE/DISCIPLINE	TOTAL YEAR CHE
1.2 Postsecondary Adult Vocational	
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	
1.2 Supplemental Vocational	
1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	
TOTAL POSTSEC. ADULT & SUPP. VOC.	
1.3 Adult General Education	
1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	
1.4 Community Instructional Services	
1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	
TOTAL CREDIT HOUR EQUIVALENTS	

11.11

FTE ENROLLMENT REPORT - OTHER FEE-PAYING CORRECTIONAL INMATE ENROLLMENTS

College: _____

Prepared by: _____

CATEGORY:

☐ State Correctional Inmates. (Only fee paying in A & P and Postsecondary Vocational Courses.)

☐ Federal Correctional Inmates (only fee paying in A & P and Postsecondary Vocational Courses)

☐ County Correctional Inmates

☐ Municipal Correctional Inmates

Adult Basic and Secondary enrollments are considered as fee paying.

CODE/DISCIPLINE	TOTAL YEAR
1.1 Advanced & Professional	SSH
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	
1.2 Postsecondary Vocational	
1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	
TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL	

CODE/DISCIPLINE	TOTAL YEAR
1.2 Postsecondary Adult Vocational	CHE
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	

1.2 Supplemental Vocational

1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	

TOTAL POSTSEC. ADULT & SUPP. VOC.

1.3 Adult General Education

1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	

1.4 Community Instructional Services

1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	

TOTAL CREDIT HOUR EQUIVALENTS

NOTE: Please use a separate page for each category. Adult Basic and Secondary enrollments are considered as fee paying.

FA - ☐

Rev. 6/88

FTE ENROLLMENT REPORT - OTHER NON-FEE-PAYING CORRECTIONAL INMATE ENROLLMENTS

College: _____

Prepared by: _____

CATEGORY:

☐ County
Correctional
Inmates☐ Municipal
Correctional
InmatesNOTE: Please use
a separate
page for
each
category.
Adult
Basic and
Secondary
enrollments
are
considered
as fee
paying.

CODE/DISCIPLINE	TOTAL YEAR
1.1 Advanced & Professional	SSH
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	
1.2 Postsecondary Vocational	
1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	
TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL	

CODE/DISCIPLINE	TOTAL YEAR
1.2 Postsecondary Adult Vocational	CHE
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	
1.2 Supplemental Vocational	
1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	
TOTAL POSTSEC. ADULT & SUPP. VOC.	
1.3 Adult General Education	
1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	
1.4 Community Instructional Services	
1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	
TOTAL CREDIT HOUR EQUIVALENTS	

FTE ENROLLMENT REPORT - DUAL ENROLLED (DUAL CREDIT) HIGH SCHOOL STUDENTS

College: _____

Prepared by: _____

CODE/DISCIPLINE	TOTAL YEAR
1.1 Advanced & Professional	SSH
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	

1.2 Postsecondary Vocational	
1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	

TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL	
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CODE/DISCIPLINE	TOTAL YEAR
1.2 Postsecondary Adult Vocational	CHE
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	

1.2 Supplemental Vocational	
1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	

TOTAL POSTSEC. ADULT & SUPP. VOC.	
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1.3 Adult General Education	
1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	

1.4 Community Instructional Services	
1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	

TOTAL CREDIT HOUR EQUIVALENTS	
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FA - ☐

Rev. 6/88

FTE ENROLLMENT REPORT - FEE WAIVERS

College: _____

Prepared by: _____

CATEGORY:

☐ Count as
Authorized
Fee Waiver

☐ Do not count
as Authorized
Fee Waiver

NOTE: Please use
a separate
page for
each
category.

CODE/DISCIPLINE	TOTAL YEAR
1.1 Advanced & Professional	SSH
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	
1.2 Postsecondary Vocational	
1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	
TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL	

CODE/DISCIPLINE	TOTAL YEAR
1.2 Postsecondary Adult Vocational	CHE
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	

1.2 Supplemental Vocational	
1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	

TOTAL POSTSEC. ADULT & SUPP. VOC.	
-----------------------------------	--

1.3 Adult General Education	
1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	

1.4 Community Instructional Services	
1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	

TOTAL CREDIT HOUR EQUIVALENTS	
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FA - ☐

FTE ENROLLMENT REPORT - IN-KIND CONTRIBUTIONS ENROLLMENTS

College: _____

Prepared by: _____

CATEGORY:

☐ Count as
Authorized Fee
Waiver☐ Do not count
as Authorized
Fee WaiverNOTE: Please use
a separate
page for
each
category.

CODE/DISCIPLINE	TOTAL YEAR
1.1 Advanced & Professional	SSH
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	

1.2 Postsecondary Vocational

1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	

TOTAL ADVANCED & PROFESSIONAL AND
POSTSECONDARY VOCATIONAL

CODE/DISCIPLINE	TOTAL YEAR
1.2 Postsecondary Adult Vocational	CHE
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	

1.2 Supplemental Vocational

1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	

TOTAL POSTSEC. ADULT & SUPP. VOC.

1.3 Adult General Education

1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	

1.4 Community Instructional Services

1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	

TOTAL CREDIT HOUR EQUIVALENTS

FA - ☐

Rev. 8/88

FTE ENROLLMENT REPORT - COLLEGE PREPARATORY STUDENTS

College: _____

Prepared by: _____

CATEGORY:

☐ Students scoring below scores specified in Rule 6A-10.315 in terms of Credit Hour Equivalents.

☐ All other college preparatory students in terms of Credit Hour Equivalents.

☐ Total of all college preparatory students in terms of Student Semester Hours.
(Report only with the FA-4.)

NOTE: Please use a separate page for each category.

CODE/DISCIPLINE	TOTAL YEAR
1.1 Advanced & Professional	SSH
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	
1.2 Postsecondary Vocational	
1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	
TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL	

CODE/DISCIPLINE	TOTAL YEAR
1.2 Postsecondary Adult Vocational	CHE
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	

1.2 Supplemental Vocational	
1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	

TOTAL POSTSEC. ADULT & SUPP. VOC.	
-----------------------------------	--

1.3 Adult General Education	
1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	

1.4 Community Instructional Services	
1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	

TOTAL CREDIT HOUR EQUIVALENTS	
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FA - ☐

Rev. 8/88

FTE ENROLLMENT REPORT - SUNSHINE STATE SKILLS ENROLLMENTS

College: _____

Prepared by: _____

CODE/DISCIPLINE	TOTAL YEAR
1.1 Advanced & Professional	SSH
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	

1.2 Postsecondary Vocational	
1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	

TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL	
---	--

CODE/DISCIPLINE	TOTAL YEAR
1.2 Postsecondary Adult Vocational	CHE
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	

1.2 Supplemental Vocational	
1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	

TOTAL POSTSEC. ADULT & SUPP. VOC.	
-----------------------------------	--

1.3 Adult General Education	
1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	

1.4 Community Instructional Services	
1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	

TOTAL CREDIT HOUR EQUIVALENTS	
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81.11

FA - ☐

6/88

FTE ENROLLMENT REPORT - ENROLLMENTS BY SITE ¹

College: _____
 Site: _____
 Prepared by: _____

CODE/DISCIPLINE	TOTAL YEAR
1.1 Advanced & Professional	SSH
1.11.01 Agriculture & Natural Resources	
1.11.02 Architecture & Environmental	
1.11.04 Biological Science	
1.11.09 Engineering	
1.11.12 Health Professions	
1.11.19 Physical Sciences	
1.12.10 Fine and Applied Arts	
1.13.11 Foreign Languages	
1.13.15 Letters	
1.14.08 Education	
1.15.05 Business & Management	
1.16.07 Computer & Infor. Science	
1.16.17 Mathematics	
1.17.03 Area Studies	
1.17.20 Psychology	
1.17.22 Social Sciences	
1.18.06 Communications	
1.18.13 Home Economics	
1.18.14 Law	
1.18.16 Library Science	
1.18.18 Military Science	
1.18.21 Public Affairs	
1.18.23 Theology	
1.18.49 Interdisciplinary	
TOTAL ADVANCED AND PROFESSIONAL	

1.2 Postsecondary Vocational	
1.21.01 Agriculture	
1.22.01 Distributive	
1.23.01 Health	
1.24.01 Home Economics	
1.25.01 Office	
1.26.01 Trade and Industrial	
1.27.01 Public Service	
TOTAL POSTSECONDARY VOCATIONAL	

TOTAL ADVANCED & PROFESSIONAL AND POSTSECONDARY VOCATIONAL	
--	--

CODE/DISCIPLINE	TOTAL YEAR
1.2 Postsecondary Adult Vocational	CHE
1.21.02 Agriculture	
1.22.02 Distributive	
1.23.02 Health	
1.24.02 Home Economics	
1.25.02 Office	
1.26.02 Trade & Industrial	
1.27.02 Public Service	
TOTAL POSTSECONDARY ADULT VOCATIONAL	

1.2 Supplemental Vocational	
1.21.03 Agriculture	
1.22.03 Distributive	
1.23.03 Health	
1.24.03 Home Economics	
1.25.03 Office	
1.26.03 Trade & Industrial	
1.27.03 Public Service	
TOTAL SUPPLEMENTAL VOCATIONAL	

TOTAL POSTSEC. ADULT & SUPP. VOC.	
-----------------------------------	--

1.3 Adult General Education	
1.31.1 College Prep.	
1.31.2 Vocational Prep.	
1.32.1 Adult Basic	
1.32.2 Adult Secondary	
1.32.3 GED Prep.	
1.33 Lifelong Learning	
TOTAL ADULT GENERAL EDUCATION	

1.4 Community Instructional Services	
1.42 Recreational & Leisure	
TOTAL COMMUNITY INSTRUCTIONAL SRVCS.	

TOTAL CREDIT HOUR EQUIVALENTS	
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¹ Report only with FA-4

FA - ☐

Rev. 6/88

SECTION 12

ACCELERATION REPORT (OA-2)

Purpose of the Report

The reporting form is designed to report acceleration credits and credit equivalents awarded by a college and the number of individuals receiving them to demonstrate that the college is providing mechanisms for students to progress as rapidly as possible toward their program objectives as required in s. 240.116 F.S.

Definitions and Instructions

The report is to include all acceleration credits and credit equivalents awarded by the college during the reporting year (Summer, Fall Winter), and the number of recipients. Credit accepted through student transfer is not awarded by the college. The categories in which to report the information on the form are self-explanatory or defined below.

College Credits - This is the number of college credits awarded.

College Credit Equivalents - This is the number of college credit equivalents awarded. The equivalent is computed by dividing by 30 the required clock hours to complete the instruction.

Student Headcount - This is the number of students who successfully completed an instance of acceleration. Within each category of acceleration, student headcount should be unduplicated.

Credit by Examination - This is the number of college credits or college credit equivalents awarded students and the number of students who earned such awards by demonstrating through some form of examination, without completing the instruction at the college, that they possess the knowledge and/or skill expected upon satisfactory completion of the instruction offered by the college. The subcategories are:

College Level Examination Program (CLEP)

CEEB Advanced Placement Program

International Baccalaureate Program - See s. 240.116 F.S.

Other Credit by Examination - Examinations, other than CLEP and the Advanced Placement Program, devised to provide students the opportunity to demonstrate that they possess the knowledge and/or skill expected upon satisfactory completion of instruction offered by the college without undergoing the instruction.

Credit for Experiential Learning - This is credit awarded as the result of the assessment of prior learning when the transfer of "credit" is not appropriate.

DUAL ENROLLMENT (DUAL CREDIT) - The dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course(s) creditable toward an associate degree or a vocational certificate, and also creditable toward a high school diploma. There are four categories of dual enrollment. These are:

Associate Degree - This is the number of dual enrolled students and credits earned which are creditable toward an A.A. or A.S. degree.

Postsecondary Adult Vocational - This is the number of dual enrolled students and credit equivalents awarded which are creditable toward a vocational certificate.

Early Admission - This is the number of dual enrolled students and credits earned in the Early Admission program as defined in s. 240.116 F.S. Report only that credit applicable toward an associate degree and the high school diploma.

Advanced Placement - This is the number of dual enrolled students and credits earned as a result of the Advanced Placement program. Report only those students who have stated a preference for advanced placement credit instead of dual enrollment credit. See s. 240.116 F.S.

OTHER DUAL ENROLLMENT - This is the number of college credits or college credit equivalents awarded students by the college and the number of students who earned such credit while simultaneously enrolled in high school. Such credit may be applied toward a high school diploma. Dual enrollment arrangements between the college and private high schools would be reported in this category.

OTHER EARLY ADMISSION - This is the number of college credits awarded students by the college and the number of students who earned such credit as a result of enrolling in college credit instruction without having completed high school. Such credit is not applied toward a high school diploma.

DIVISION OF COMMUNITY COLLEGES
ACCELERATION REPORT

College: _____

Acceleration Measurement	Student Headcount	College Credits	Student Headcount	College Credit Equivalents
1. <u>CREDIT BY EXAMINATION</u>				
A. College Level Examination Program (CLEP)	_____	_____		
B. CEEB Advanced Placement Program	_____	_____		
C. International Baccalaureate Program	_____	_____		
D. Other Credit by Examination	_____	_____	_____	_____
E. Credit for Experiential Learning	_____	_____	_____	_____
2. <u>DUAL ENROLLMENT (DUAL CREDIT)</u> College and High School				
A. Associate Degree	_____	_____		
B. Postsecondary Adult Vocational			_____	_____
C. Early Admission	_____	_____		
D. Advanced Placement	_____	_____		
3. <u>OTHER DUAL ENROLLMENT</u>	_____	_____	_____	_____
4. <u>OTHER EARLY ADMISSION</u>	_____	_____		

PREPARED BY: _____ DATE PREPARED: _____

OA-2

REV: 8/87

SECTION 13

PROGRAM REVIEW REPORTING SYSTEM (PRRS)

The program Review Reporting System is divided into two parts with three reports in each part:

A. Associate in Arts Program Review.

1. Level I Data Display.
2. PRA-2N, Planned Level II Activity.
3. PRA-2R, Report of Level II Activity.

B. Vocational Program Review.

1. Level I Program Performance Review.
2. PRV-2N, Notice of Level II Vocational Program Review.
3. PRV-2R, Report of Level II Vocational Program Review.

Description of the PRRS

Instructional program review is required in Sections 240.311(3)(c) and 240.312, Florida Statutes, and in Rule 6A-10.039, Florida Administrative Code.

The program review process has three phases referred to as levels. Level I is the annual production of a data display pertinent to each instructional program approved by the boards of trustees. The data displays (A.1. and B.1. above) are prepared by the Division of Community Colleges from information in Department of Education files. Level II is the review by the community colleges of programs they select as suggested by the Level I data displays and other stimuli. The reports (PRA-2N, PRA-2R, PRV-2N, PRV-2R) are prepared by the community colleges to provide notice of planning Level II review activity and to report the findings of completed Level II review activity. Level III is the systemwide, issue-oriented review by the Division of Community Colleges of programs it selects as suggested by Levels I and II review findings and other stimuli.

Program review findings are used by community colleges and boards of trustees as they make instructional program decisions, and by the State Board of Community Colleges as it develops systemwide program issues and budget issues.

Associate in Arts Program Review

Level I Data Display

The A.A. Level I Data Display (see pages 13.3-13.8) includes selected AA Program review Indicators (see page 13.9). The performance measures, or indicators, signal variations from predetermined parameters in the performance of each community college's graduates in upper division programs in each of the nine universities.

PRA-2N, Planned Level II Activities

Instructions for the PRA-2N are on the form. See page 13.10.

PRA-2R, Report of Level II Activity

Instructions for the PRA-2R are on the form. See pages 13.11-13.12.

Vocational Program Review

Level I Program Performance Review

The vocational program Level I Program Performance Review (see page 13.13) includes selected statistical performance measures (see page 13.14). The performance measures, or indicators, signal variations from predetermined parameters by an "x" in the middle right hand section of the format.

PRV-2N, Notice of Level II Vocational Program Review

Form PRV-2N and instructions are on pages 13.15-13.16.

PRV-2R, Report of Level II Vocational Program Review

Form PRV-2R and instructions are on pages 13.17-13.19.

ASSOCIATE IN ARTS GRADUATES
PERFORMANCE IN SUS
1986 - 1987 (SUMMER, FALL, WINTER)
CCPRA096

DIVISION OF COMMUNITY COLLEGES
PROGRAM REVIEW
LEVEL I DATA DISPLAY

COMMUNITY COLLEGE TALLAHASSEE
UNIVERSITY FSU PAGE NO. 222
DATE PREPARED 03/21/88
TIME 21:59:56 CCPSS PRO04

DISCIPLINE	UNDUPLICATED UPPER DIVISION HEADCOUNT		MEAN CUMULATIVE GPA		% 3.0 & ABOVE		% BELOW 2.0		% SUSPENDED		% GRADUATED		AVG. SSH PER TERM		AVG. TOT. SSH TO DEGREE		AVG. SSH AT UNIV TO DEGREE
	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC
ALLIED HEALTH	12	30	2.27	2.93	0.0	36.6	25.0	0.0	0.0	0.0	33.3	26.6	11.5	8.9	129.0	149.2	70.7
FLAGS			*		X *		X *				*				*		
ARCHITECTURE & ENVIRON. DESIGN	15	81	2.95	2.74	46.6	32.1	0.0	2.4	0.0	1.2	20.0	19.7	7.2	9.0	126.6	124.1	71.0
FLAGS					*						X						
BUSINESS & MANAGEMENT	424	1555	2.57	2.82	23.8	35.9	12.5	0.5	4.9	0.3	14.6	19.8	8.4	11.0	128.0	131.6	78.3
FLAGS					X *		X *				X *						
COMMUNICATION & COM. TECH.	70	331	3.02	3.04	51.4	58.9	2.8	0.6	0.0	0.6	20.0	26.5	9.3	10.8	122.6	123.8	69.5
FLAGS					*						X *						
COMPUTER & INFO. SCIENCE	39	136	2.77	2.81	35.8	36.7	5.1	1.4	0.0	1.4	25.6	28.6	7.0	8.9	128.5	131.9	73.2
FLAGS																	
EDUCATION	119	412	2.95	2.87	57.1	41.9	2.5	0.7	1.6	0.2	25.2	21.1	11.3	12.3	129.9	139.2	81.7
FLAGS					*												
ENG. & ENG. RELATED TECH.	54	159	2.40	2.62	12.9	30.1	16.6	8.8	3.7	5.6	9.2	6.9	8.6	10.1	165.3	170.0	111.2
FLAGS					X *		X *				X						
FOREIGN LANG. & AREA & ETHNIC STUD.	16	84	3.00	2.89	62.5	48.8	6.2	1.1	0.0	3.5	0.0	30.9	9.4	10.6	0.0	131.2	0.0
FLAGS					*		*				X *				*		
HEALTH SCI.	30	148	2.87	2.96	50.0	52.7	6.6	1.3	0.0	0.0	16.6	29.7	11.6	13.0	156.4	136.8	91.2
FLAGS							*				X *				*		
HOME EC.	58	200	2.54	2.59	13.7	16.5	6.8	1.5	5.1	2.0	27.5	24.0	11.5	11.8	124.6	126.6	78.0
FLAGS					X		*		X								

ASSOCIATE IN ARTS GRADUATES
PERFORMANCE IN SUS
1986 - 1987 (SUMMER, FALL, WINTER)
CCPRA096

DIVISION OF COMMUNITY COLLEGES
PROGRAM REVIEW
LEVEL I DATA DISPLAY

COMMUNITY COLLEGE TALLAHASSEE
UNIVERSITY FSU PAGE NO. 223
DATE PREPARED 03/21/88
TIME 21:59:56 CCPSS PRO04

DISCIPLINE	UNDUPLICATED UPPER DIVISION HEADCOUNT		MEAN CUMULATIVE GPA		% 3.0 & ABOVE		% BELOW 2.0		% SUSPENDED		% GRADUATED		AVG. SSH PER TERM		AVG. TOT. SSH TO DEGREE		AVG. SSH AT UNIV TO DEGREE
	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC
LAW		0		0.00		0.0		0.0		0.0		0.0		0.0		0.0	
LETTERS	43	205	2.69	2.74	37.2	33.6	9.3	4.3	2.3	3.4	9.3	20.9	6.8	10.2	123.5	128.7	67.0
FLAGS												X *					
LIB/GEN STUD & MULTI/ INTERDISCI- PLINARY STUD.	8	18	3.24	2.97	50.0	61.1	0.0	0.0	0.0	0.0	37.5	22.2	8.6	12.4	122.6	128.5	68.0
FLAGS			*			*						*					
LIBRARY & ARCHIVAL SCI.		0		0.00		0.0		0.0		0.0		0.0		0.0		0.0	
LIFE SCIENCES	31	207	2.51	3.01	16.1	62.8	29.0	1.4	16.1	1.4	9.6	15.4	7.2	11.0	159.0	136.4	99.3
FLAGS			*			X *		X *		X *		X *			*		
MATHEMATICS	10	51	2.20	2.97	0.0	60.7	10.0	5.8	10.0	5.8	0.0	13.7	8.9	10.6	0.0	143.6	0.0
FLAGS			*			X *				X		X *			*		
PARKS & REC. MANAGEMENT	16	63	2.80	2.87	31.2	39.6	0.0	0.0	0.0	0.0	37.5	22.2	11.1	11.8	132.0	131.7	79.5
FLAGS						*						*					
PHILOSOPHY, REL., & THEO.	1	14	2.34	2.80	0.0	50.0	0.0	0.0	0.0	0.0	0.0	28.5	9.0	9.6	0.0	132.1	0.0
FLAGS			*			X *						X *			*		
PHYSICAL SCI.	18	94	2.58	2.83	27.7	34.0	22.2	4.2	5.5	2.1	11.1	14.8	9.6	8.9	131.0	139.9	78.5
FLAGS						*		X *		X		X					
PSYCHOLOGY	56	183	2.60	2.67	23.2	33.8	10.7	2.7	8.9	1.6	8.9	19.1	9.9	10.3	127.8	124.6	70.2
FLAGS						X *		X *		X *		X *					
PUB. AFFAIRS & PROTECTIVE SERVICES	122	200	2.66	2.51	30.3	17.0	13.1	4.0	7.3	4.0	15.5	25.0	9.2	10.6	122.1	129.0	61.6
FLAGS						*		X *		X		X *					

13.4

ASSOCIATE IN ARTS GRADUATES
 PERFORMANCE IN SUS
 1986 - 1987 (SUMMER, FALL, WINTER)
 CCPRA096

DIVISION OF COMMUNITY COLLEGES
 PROGRAM REVIEW
 LEVEL I DATA DISPLAY

COMMUNITY COLLEGE TALLAHASSEE
 UNIVERSITY FSU PAGE NO. 224
 DATE PREPARED 03/21/88
 TIME 21:59:56 CCP55 PRO04

DISCIPLINE	UNDUPLICATED UPPER DIVISION HEADCOUNT		MEAN CUMULATIVE GPA		% 3.0 & ABOVE		% BELOW 2.0		% SUSPENDED		% GRADUATED		AVG. SSH PER TERM		AVG. TOT. SSH TO DEGREE		AVG. SSH AT UNIV TO DEGREE
	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC	NATIVES	CC
SOCIAL SCI.	269	722	2.48	2.50	20.4	19.1	15.9	5.5	5.9	4.1	17.8	18.4	8.4	10.5	125.4	123.7	73.7
FLAGS					X		X *		X		X						
VISUAL & PERFORM. ARTS	39	260	2.98	2.91	48.7	49.2	5.1	0.7	5.1	1.1	20.5	17.3	8.8	10.8	133.4	135.6	85.4
FLAGS									X		X						
UNCLASSIFIED		20		2.37		5.0		0.0		5.0		0.0		9.8		0.0	
TOTALS	1450	5173	2.6	2.8	29.3	36.4	11.3	2.2	4.7	1.7	17.0	20.4	9.0	10.9	128.7	131.1	76.6
X GROUP A INDICATOR FLAGS				40													
* GROUP B INDICATOR FLAGS				52													
RECS BYPASSED - LACK OF DATA				24													

13.5

300

389

ASSOCIATE IN ARTS GRADUATES
PERFORMANCE IN SUS
1986 - 1987 (SUMMER, FALL, WINTER)
CCPRA095

DIVISION OF COMMUNITY COLLEGES
PROGRAM REVIEW
LEVEL I DATA DISPLAY

COMMUNITY COLLEGE TALLAHASSEE
UNIVERSITY FSU PAGE NO. 222
DATE PREPARED 03/21/88
TIME 21:06:17 CCPSS PROO3

DISCIPLINE	UNDUPLICATED UPPER DIVISION HEADCOUNT		MEAN CUMULATIVE GPA		% 3.0 & ABOVE		% BELOW 2.0		% SUSPENDED		% GRADUATED		AVG. SSH PER TERM		AVG. TOT. SSH TO DEGREE		AVG. SSH AT UNIV TO DEGREE	
	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS
ALLIED HEALTH	12	24	2.27	2.80	0.0	33.3	25.0	4.1	0.0	4.1	33.3	8.3	11.5	9.8	129.0	164.0	70.7	
FLAGS			*		X *		X *					*						
ARCHITECTURE & ENVIRON. DESIGN	15	83	2.95	2.84	46.6	45.7	0.0	7.2	0.0	3.6	20.0	19.2	7.2	9.7	126.6	137.6	71.0	
FLAGS							*				X							
BUSINESS & MANAGEMENT	424	1221	2.57	2.73	23.8	28.9	12.5	4.1	4.9	2.4	14.6	17.0	8.4	10.7	128.0	137.9	78.3	
FLAGS					X *		X *				X							
COMMUNICATION & COM. TECH.	70	177	3.02	2.92	51.4	46.3	2.8	5.0	0.0	2.2	20.0	25.9	9.3	10.0	122.6	125.4	69.5	
FLAGS					*						X *							
COMPUTER & INFO. SCIENCE	39	95	2.77	2.77	35.8	36.8	5.1	4.2	0.0	2.1	25.6	22.1	7.0	9.3	128.5	144.4	73.2	
FLAGS															*			
EDUCATION	119	284	2.95	2.93	57.1	54.2	2.5	2.1	1.6	1.7	25.2	18.6	11.3	11.1	129.9	146.4	81.7	
FLAGS												*			*			
ENG. & ENG. RELATED TECH.	54	166	2.40	2.62	12.9	32.5	16.6	12.0	3.7	5.4	9.2	9.6	8.6	9.5	165.3	169.0	111.2	
FLAGS					X *		X				X							
FOREIGN LANG. & AREA & ETHNIC STUD.	16	48	3.00	2.70	62.5	37.5	6.2	10.4	0.0	4.1	0.0	20.8	9.4	9.7	0.0	138.4	0.0	
FLAGS			*		*						X *				*			
HEALTH SCI.	30	125	2.87	3.05	50.0	64.0	6.6	0.0	0.0	0.0	16.6	28.0	11.6	12.0	156.4	143.2	91.2	
FLAGS					*		*				X *							
HOME EC.	58	168	2.54	2.60	13.7	20.8	6.8	5.9	5.1	2.3	27.5	24.4	11.5	11.3	124.6	136.5	78.0	
FLAGS					X *				X									

ASSOCIATE IN ARTS GRADUATES
PERFORMANCE IN SUS
1986 - 1987 (SUMMER, FALL, WINTER)
CCPRA095

DIVISION OF COMMUNITY COLLEGES
PROGRAM REVIEW
LEVEL I DATA DISPLAY

COMMUNITY COLLEGE TALLAHASSEE
UNIVERSITY FSU PAGE NO. 223
DATE PREPARED 03/21/88
TIME 21:06:17 CCPSS PRO03

DISCIPLINE	UNDUPLICATED UPPER DIVISION HEADCOUNT		MEAN CUMULATIVE GPA		% 3.0 & ABOVE		% BELOW 2.0		% SUSPENDED		% GRADUATED		AVG. SSH PER TERM		AVG. TOT. SSH TO DEGREE		AVG. SSH AT UNIV TO DEGREE
	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC
LAW		0		0.00		0.0		0.0		0.0		0.0		0.0		0.0	
LETTERS	43	123	2.69	2.69	37.2	32.5	9.3	7.3	2.3	4.0	9.3	21.9	6.8	10.2	123.5	135.3	67.0
FLAGS												X *					
LIB/GEN STUD & MULTI/ INTERDISCI- PLINARY STUD.	8	20	3.24	2.90	50.0	40.0	0.0	0.0	0.0	0.0	37.5	20.0	8.6	10.2	122.6	135.4	68.0
FLAGS				*		*						*					
LIBRARY & ARCHIVAL SCI.		0		0.00		0.0		0.0		0.0		0.0		0.0		0.0	
LIFE SCIENCES	31	146	2.51	2.90	16.1	51.3	29.0	5.4	16.1	1.3	9.6	12.3	7.2	10.7	159.0	146.7	99.3
FLAGS				*		X *		X *		X *		X					
MATHEMATICS	10	31	2.20	2.66	0.0	32.2	10.0	16.1	10.0	19.3	0.0	16.1	8.9	7.9	0.0	137.5	0.0
FLAGS				*		X *		*		X *		X *				*	
PARKS & REC. MANAGEMENT	16	34	2.80	2.80	31.2	38.2	0.0	0.0	0.0	0.0	37.5	20.5	11.1	11.1	132.0	132.4	79.5
FLAGS						*						*					
PHILOSOPHY, REL., & THEO.	1	11	2.34	3.03	0.0	63.6	0.0	0.0	0.0	0.0	0.0	36.3	9.0	7.0	0.0	136.2	0.0
FLAGS				*		X *						X *				*	
PHYSICAL SCI.	18	83	2.58	2.73	27.7	40.9	22.2	8.4	5.5	6.0	11.1	13.2	9.6	8.5	131.0	132.4	78.5
FLAGS						*		X *		X		X					
PSYCHOLOGY	56	173	2.60	2.65	23.2	29.4	10.7	9.8	8.9	6.9	8.9	19.6	9.9	9.5	127.8	128.4	70.2
FLAGS						X *		X		X		X *					
PUB. AFFAIRS & PROTECTIVE SERVICES	122	187	2.66	2.57	30.3	25.1	13.1	9.0	7.3	1.0	15.5	32.0	9.2	10.0	122.1	130.6	61.6
FLAGS						*		X		X *		X *					

ASSOCIATE IN ARTS GRADUATES
 PERFORMANCE IN SUS
 1986 - 1987 (SUMMER, FALL, WINTER)
 CCPRA095

DIVISION OF COMMUNITY COLLEGES
 PROGRAM REVIEW
 LEVEL I DATA DISPLAY

COMMUNITY COLLEGE TALLAHASSEE
 UNIVERSITY FSU PAGE NO. 224
 DATE PREPARED 03/21/88
 TIME 21:06:17 CCPSS PRO03

DISCIPLINE	UNDUPLICATED UPPER DIVISION HEADCOUNT		MEAN CUMULATIVE GPA		% 3.0 & ABOVE		% BELOW 2.0		% SUSPENDED		% GRADUATED		AVG. SSH PER TERM		AVG. TOT. SSH TO DEGREE		AVG. SSH AT UNIV TO DEGREE
	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC	OTHERS	CC
SOCIAL SCI.	269	612	2.48	2.48	20.4	18.3	15.9	13.8	5.9	8.5	17.8	18.9	8.4	10.1	125.4	125.9	73.7
FLAGS					X		X		X		X						
VISUAL & PERFORM. ARTS	39	237	2.98	2.94	48.7	52.3	5.1	2.9	5.1	1.6	20.5	22.7	8.8	9.6	133.4	148.0	85.4
FLAGS									X		X						
UNCLASSIFIED		4		2.49		0.0		0.0		0.0		0.0		9.7		0.0	
TOTALS	1450	4052	2.6	2.7	29.3	34.0	11.3	6.6	4.7	3.7	17.0	19.4	9.0	10.4	128.7	136.8	76.6
X GROUP A INDICATOR FLAGS				40													
* GROUP B INDICATOR FLAGS				49													
RECS BYPASSED - LACK OF DATA				24													

AA Program Review Indicators

Group A. -- Group A indicators do not compare the upper division performance of community college AA graduates with other university students. (Variation from the indicator is flagged with an x.)

1. At least 25% of the community college AA graduates in an upper division discipline group have a cumulative GPA of 3.0 or above in the upper division. (Column 3.)
2. No more than 10% of the community college AA graduates in an upper division discipline group have a cumulative GPA below 2.0 in the upper division. (Column 4.)
3. No more than 5% of the community college AA graduates in an upper division discipline group are suspended during the report year. (Column 5.)
4. At least 25% of the community college AA graduates in the university receive the baccalaureate during the report year. (Column 6.)

Group B. -- Group B indicators compare the upper division performance of community college AA graduates with other university students. (Variation from the indicator is flagged with an *.)

1. The mean upper division cumulative GPA of community college AA graduates is within .25 of the mean cumulative GPA of other students. (Column 2.)
2. The percent of community college AA graduates with an upper division cumulative GPA of 3.0 or above is within 5 points of the percentage of other students with such a GPA. (Column 3.)
3. The percentage of community college graduates with an upper division cumulative GPA below 2.0 is within 5 points of the percentage of other students with such a GPA. (Column 4.)
4. The percentage of community college AA graduates who are suspended during the report year is within 5 points of the percentage of other students who are suspended. (Column 5.)
5. The percentage of the community college AA graduates in the university who receive the baccalaureate during the report year is within 5 points of the percentage of other students who receive the baccalaureate. (Column 6.)
6. The average total SSH earned by community college AA graduates to receive the baccalaureate is within 15 credits of the average total SSH earned by other students to receive the baccalaureate. (Column 8.)

Planned Level II Activities
AA Program Review
1988-89, Summer/Fall/Winter

College: _____
Prepared by: _____

Complete one of this page for each articulation meeting you plan to conduct during the report period. The articulation meetings are the institutional level articulation review meetings and the programmatic articulation review meetings described in the Associate in Arts Program Review Model under Area Two: Institutional Responsibilities (Expanded Guidance).

1. Identify the discipline group(s) and university(ies) that will attend the meeting.

<u>Discipline Group(s)</u>	<u>University(ies)</u>	<u>Site</u>	<u>Date</u>
----------------------------	------------------------	-------------	-------------

2. List the reasons the meeting was decided upon with the specified discipline group(s).

Mail the completed forms by May 31 to:

PRA-2N

Bureau of Information Systems
Division of Community Colleges
Knott Building
Tallahassee, Florida 32399

Report of Level II Activity
AA Program Review
1987-88, Summer/Fall/Winter

College: _____

Prepared by: _____

Component #1

1. Has development begun or been completed on a plan for regular review consistent with new SACS criteria? Yes _____ No _____

Component #2

Complete one Part Two page of this form for each articulation meeting to respond to the following items.

1. For each articulation meeting conducted, identify the discipline group(s) and university(ies) involved.
2. For each articulation meeting, state the problems identified, the resulting recommendations, and follow-up actions by the college.
3. State the needs that should be recognized by the State Board of Community Colleges.

Component #3

1. Provide a one-paragraph description of the college's dissemination of Level I student performance data within the college.

Complete one of this page for each articulation meeting conducted during the report period.

1. Identify the discipline group(s) and university(ies) that attended the meeting.

Discipline Group(s)

University(ies)

Site

Date

2. List the problems identified.

3. List the recommendations that resulted from the meeting.

4. List follow-up activities by the college.

5. List the needs that should be recognized by the State Board of Community Colleges.

Mail the completed forms and attachments by May 31 to:

Bureau of Information Systems
Division of Community Colleges
Knott Building
Tallahassee, Florida 32399

PRA-2R

JAN 23, 1988

STATE OF FLORIDA
DIVISION OF COMMUNITY COLLEGES
LEVEL 1 PROGRAM PERFORMANCE REVIEW

CIP 1231811010
NURSING (REGISTERED)
AWARD A.S.

BREVARD
VOC.ED HO18110100

LENGTH 0066 SSH

REF.DISC. HEALTH POSTSEC

HISTORICAL DATA				GENERAL COMPARISONS			
	1983-84	1984-85	1985-86	COLLEGE		STATE-WIDE	
PROGRAM DATA				DISCIPLINE STUDENT/FACULTY FTE RATIO		11	
ANNUAL HEADCOUNT ENROLLMENT	118	109	112	7.8			
COMPLETIONS NUMBER INDEX	46 1.1	45 0.9	55 1.2	STUDENT FTE AVERAGE FTE		7489.3 267.475	
KNOWN PLACEMENT (INFIELD)				162.4 ---			
COMPLETERS				Licensure Test: 7/86 - 6/87			
NO. EMPLOYED/MILTRY PERCENT	35 76	44 98	48 87	PERCENT PASSING/TOTAL 93.0		50 91.9 2110	
NO. CONTINUE EDUC. PERCENT	1 2.2	0 .	1 1.8				
TOTAL PLACED PERCENT	36 78	44 98	49 89				
LEAVERS				COMPARISON BETWEEN			
NO. EMPLOYED/MILTRY PERCENT	6 86	3 38	6 75	STANDARD		REPORTED	
NO. CONTINUE EDUC. PERCENT	1 14	5 63	2 25	F-1 HEADCOUNT OF AT LEAST 15		112	
TOTAL PLACED PERCENT	7 100	8 100	8 100	F-2 HEADCOUNT BETWEEN 91 136		112	
				F-3 AT OR ABOVE INDEX STANDARD OF .33		1.2	
				F-4 COMPLETION INDEX NOT LESS THAN .81		1.2	
				F-5 PLACEMENT OF 70% FOR THREE YEARS BACK 2 YEARS BACK 1 YEAR CURRENT		78 98 89	
				F-6 FTE BETWEEN 139.2 208.8		162.4	
				F-7 INSTRUCTIONAL COST RISE NO MORE THAN .25		0.2	
				F-8 DIRECT COST BETWEEN 2651.7 4419.5		\$3,890.11	
				F-9 COST OF EQUIPMENT BETWEEN \$88.90 148.16		\$81.22 X	
				F-10 STUDENT FACULTY RATIO BETWEEN 8.6 14		7.8 X	
HEALTH POSTSEC				DISTRIBUTION		NUMBER / PERCENTAGE	
STUDENT FTE	176.4	171.6	162.4	ALIEN ASIAN INDIAN BLACK HISP WHITE CAPPED MALE FEMALE		0 1 0 6 2 103 5 2 110	
COLLEGE-DISCIPLINE DIRECT COST/FTE	\$3,228.48	\$3,712.60	\$3,890.11	.89 5.4 1.8 92 4.5 1.8 98			
STATE-WIDE DIRECT COST/FTE							
EQUIPMENT /FTE (COLLEGE)	\$16.22	\$20.00	\$81.22				
EQUIPMENT /FTE (STATE)	\$113.21	\$124.61	\$118.53				

Vocational Program Review Indicators or Flags

1. Enrollment

F-1 = Headcount at least 15.

F-2 = Headcount within 20% of prior 2-year average.

2. Completion Rate

Degree. Completers plus in-field leavers - 1/2 prior year headcount = index.

Certificate. Completers plus in-field leavers - prior year headcount = index.

F-3 = Completion index at least .33.

F-4 = Completion index not more than .20 below prior 2-year average index.

3. Placement Rate

F-5 = At least 70% of completers employed in field or continuing education (displayed for three year period).

4. FTE

F-6 = FTE within 20% of prior 2-year average.

5. Cost

F-7 = Percent change in discipline direct cost per FTE from second prior year is not more than 15% greater than such change in the state average.

F-8 = Discipline direct cost per FTE within 25% of state average.

F-9 = Discipline equipment cost per FTE within 25% of state average.

6. Student/Faculty Ratio

F-10 = Discipline student/faculty ratio within 25% of state average.

DIVISION OF COMMUNITY COLLEGES
NOTICE OF LEVEL II VOCATIONAL PROGRAM REVIEW

Community College

Year of Review

CIP Code

Name of Program

Program Completion Award:

Program Length:

AA Degree

College Credits _____

AS Degree

College Credit Certificate

Vocational Credits _____

Vocational Credit Certificate

This program was selected for Level II program review due to variations from the following standards and/or due to other factors. (Check as appropriate.)

Headcount at least 15.

Headcount within 20% of prior 2-year average.

Completion index at least .33.

Completion index not more than .20 below prior 2-year average index.

Completers employed in field or continuing education equal at least 70% of completers.

FTE within 20% of prior 2-year average.

Percent change in discipline direct cost per FTE from second prior year is not more than 15% greater than such change in the state average.

Discipline direct cost per FTE within 25% of state average.

Discipline equipment cost per FTE within 25% of state average.

Discipline student/faculty ratio within 25% of state average.

Other. Describe briefly. _____

The method of review will be:

Division of Vocational, Adult and Community Education (DVACE) five-year cycle review without modification.

DVACE five-year cycle review with modification.

Institutionally designed method.

Other. Describe briefly. _____

Provided by:

Name

Title

Date

Mail the completed form by May 31 to:

Bureau of Information Systems
Division of Community Colleges
Knott Building
Tallahassee, Florida 32399

13.15

404

PRV-2N

INSTRUCTIONS

Division of Community Colleges Notice of Level II Vocational Program Review PRV-2N

Purpose - This form is to be completed by the community colleges for each vocational instructional program they decide to review as part of the Level II program review process. The completed forms provide a record of intent; identifying the program to be reviewed, the reasons, and the methods of review.

Year of Review - Enter the academic year during which the review will occur.

Program Identification - Enter the CIP code number and the name of the individual instructional program to be reviewed. Please be sure these codes are consistent with your most current program inventory.

Program Completion Award - Check one space, because individual programs are to be listed, not groupings of similar programs.

Program Length - Enter, in the appropriate space, the number of credits required to complete the program.

Reasons for Review - Indicate only the major reasons the program was selected for review by checking as many of the listed standards as appropriate. For example, a major reason may be that the 70% placement standard was not met. If a major reason is not related to one of the standards, check the item labeled other and state the reason.

Method of Review - Check the appropriate item to indicate the method you will use to review the program. If none of the first three apply, check the item labeled other and describe the method.

Provided By - Enter the name and title of the person who provided the information that is on the form and indicate the date the form was completed.

DIVISION OF COMMUNITY COLLEGES
REPORT OF LEVEL II VOCATIONAL PROGRAM REVIEW

Community College

Year of Review

CIP Code

Name of Program

Program Completion Award:

Program Length:

____ AA Degree
____ AS Degree
____ College Credit Certificate
____ Vocational Credit Certificate

College Credits _____
Vocational Credits _____

Notice of Review was filed with the Division? Yes _____ No _____

The method of review was:

____ Division of Vocational, Adult and Community Education (DVACE)
____ five-year cycle review without modification.
____ DVACE five-year cycle review with modification.
____ Institutionally designed method.
____ Other. Describe briefly. _____

The review identified the following needs or problems.

____ Curriculum and instruction revision.
____ Equipment replacement.
____ Faculty development.
____ Additional faculty.
____ Reduction in faculty.
____ Facility additions or renovation.
____ Increased advisory committee activity.
____ Improved placement system.
____ Improved follow-up information.
____ Improved instructional procedures.
____ Department or division reorganization.
____ Other. Describe briefly. _____

(Over)

PRV-2R

The review produced the following recommendations.

- _____ Maintain program at current level of support.
- _____ Maintain program at higher level of support.
- _____ Maintain program at lower level of support.
- _____ Eliminate program.
- _____ Collapse program into another one through curricular or administrative reorganization.
- _____ Other. Describe briefly. _____

Has the board of trustees acted on the recommendations? Yes _____ No _____
If not, will it? Yes _____ No _____

Are there any needs or problems that should be recognized by the State Board of Community Colleges (SBCC)?

- _____ A Level III program review of all such programs.
- _____ A systemwide budget request for equipment.
- _____ A systemwide budget request for faculty development.
- _____ A systemwide budget request for program development.
- _____ Other. Describe briefly. _____

Provided by:

Name Title Date

Mail the completed form by **June 7** to:

Bureau of Information Systems
Division of Community Colleges
Knott Building
Tallahassee, Florida 32399

INSTRUCTIONS

Division of Community Colleges Report of Level II Vocational Program Review PRV-2R

Purpose - This form is to be completed by the community colleges for each vocational instructional program reviewed. The completed forms provide a record of reviews; identify programs reviewed, methods, findings, actions, and recommendations to the Division.

Year of Review - Enter the academic year during which the review occurred.

Program Identification - Enter the CIP code number and the name of the individual instructional program reviewed; this must be consistent with the program inventory for the year of the report.

Program Completion Award - Check one space, because individual programs are to be listed, not groupings of similar programs.

Program Length - Enter, in the appropriate space, the number of credits required to complete the program.

Notice of Review - Indicate whether a Notice of Review form was submitted to the Division. (Reviews might have been decided upon after the Notices were submitted.)

Method of Review - Check the appropriate item to indicate the method used to review the program. If none of the first three apply, check the item labeled other and state the need or problem.

Recommendations - Check the recommendation(s) resulting from the review. If a recommendation is not listed, check the item labeled other and state the recommendation.

Board Action - Indicate whether the board of trustees has acted or will act on the recommendation(s).

SBCC Recognition - If you believe any of the needs or problems discovered should be recognized by the SBCC, check the appropriate item. If none of the first four apply, check the item labeled other and state the need or problem.

Provided By - Enter the name and title of the person who provided the information that is on the form and indicate the date the form was completed.

SECTION 14

ANNUAL HEADCOUNT REPORTS

Instructions for Annual Enrollment and Completion Headcount Reports

Introduction

The Annual Enrollment and Completion Headcount reports (AA-1A, AA-1B, AA-1C, and EA-3) are intended to report program* enrollments, program completions and enrollments of students receiving other instructional services. It is entirely possible that a student may be included in more than one place in this series. No attempt should be made to restrict reporting to an unduplicated count of students within the series.

General Instructions

All data submitted must have the college code, a ten-digit CIP Code, a ten-character DVACE Code, the program title, program level, a number to indicate the Length of the program in terms of SSH or Clock hour designation and Award. On all AA-1 records, the student demographic indicators are the Office for Civil Rights Race/Ethnic categories and the usual Sex categories. The Total column is the sum of the Race/Ethnic/Class and Sex columns. The Dual Credit High School, Handicapped, Limited English Proficiency and Disadvantaged columns are subsets of the total. A student may be included in none or any number of the Special Needs columns. Every student identified as a Program Completer must also be identified as an Enrollment.

*Underlining indicates words (phrases) found in the Glossary of Terms.

Rev. 12/87

Instructions for Completing the AA-1A Machine Readable Record

The AA-1A record is intended to provide a count of students formally enrolled in the specific program (See Program Enrollee). The Advanced and Professional Area (AA degree) will be reported as a single AA-1A record. Each occupationally specific program will be reported as a separate record. A student may be counted in more than one program. This should be done with the knowledge that a student must be a part of the follow-up process for each program from which that student was a completer or Leaver.

AA-1A Operational Steps

1. The Program Inventory printout contains information describing the program. This information is to be reviewed and made current by adding new programs and deleting obsolete programs. The computer-generated records should contain information identical with that indicated on the Program Inventory, except for additions, deletions or changes. When these data are received in the Division, comparisons will be made with your program inventory of record. Discrepancies will be noted and will be sent to each college for verification.
2. Ascertain those students who have met the criteria to be included as Program Completers.
3. Adjust your working file to indicate that the completing student will be reported as a Program Enrollee.
4. Aggregate the counts for all enrollees and completers.
5. Ascertain the number of program enrollees who are also in that program as a Cooperative Education enrollment and indicate that number in the appropriate Total field.
6. In anticipation of the automation of the follow-up reporting process, create a file of the Completers.

AA-1A 1987-88
ENROLLMENT AND COMPLETION REPORT

PAGE 1 OF 2

MACHINE RECORDS FORMAT

UNLABELED
BLOCKSIZE = 2020
LRECL = 202
RECORD FORMAT = FB

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					Format No. _____	Record Type _____	Prepared By _____
					— of —		
					Jobs with records using this format:		
					_____	_____	_____
Files with records using this format:					_____	_____	_____
Item No.	From To	Size	Field Char	Field Name	Field Description		
	1- 2	2			College Code		
	3- 12	10			CIP Code		
	13- 42	30			Program Title		
	43- 52	10			DVACE Code		
	53	1			Program Level		
					0 = A&P		
					1 = Postsecondary Vocational		
					2 = Postsecondary Adult Vocational		
	54- 57	4	R		Program Length in Hours		
	58- 60	3			Hour Type		
					CLK = Clock Hours		
					SSH = Student Semester Hours		
	61	1			Completion Award Type		
					1 = AA Degree		
					2 = AS Degree		
					3 = Tech. Cert.		
					4 = AAS Degree		
					5 = Cert of Applied Science		
					6 = Cert.of Training		
	62- 65	4			Enrollments Alien Female		
	66- 69	4			Enrollments Alien Male		
	70- 73	4			Enrollments Asian Female		
	74- 77	4			Enrollments Asian Male		
	78- 81	4			Enrollments American Indian Female		
	82- 85	4			Enrollments American Indian Male		
	86- 89	4			Enrollments Black Female		
	90- 93	4			Enrollments Black Male		
	94- 97	4			Enrollments Hispanic Female		
	98-101	4			Enrollments Hispanic Male		
	102-105	4			Enrollments White Female		

AA-1A 1987-88
ENROLLMENT AND COMPLETION REPORT

PAGE 2 OF 2

MACHINE RECORDS FORMAT

UNLABELED
BLOCKSIZE = 2020
LRECL = 202
RECORD FORMAT = FB

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					Format No. _____ ____ of ____	Record Type _____ ____ of ____	Prepared By _____ ____ of ____
Jobs with records using this format: _____ _____ _____							
Files with records using this format: _____ _____ _____							

Item No.	From To	Size	Field Char	Field Name	Field Description
	106-109	4			Enrollments White Male
	110-114	5			Total Enrollments
	115-118	4			Dual Credit High School Enrollments
	119-122	4			Handicapped Enrollments
	123-126	4			Limited English Proficiency Enrollments
	127-130	4			Disadvantaged Enrollments
	131-134	4			Total Co-op Students
	135-138	4			Completers Alien Female
	139-142	4			Completers Alien Male
	143-146	4			Completers Asian Female
	147-150	4			Completers Asian Male
	151-154	4			Completers American Indian Female
	155-158	4			Completers American Indian Male
	159-162	4			Completers Black Female
	163-166	4			Completers Black Male
	167-170	4			Completers Hispanic Female
	171-174	4			Completers Hispanic Male
	175-178	4			Completers White Female
	179-182	4			Completers White Male
	183-186	4			Total Completers
	187-190	4			Dual Credit High School Completers
	191-194	4			Handicapped Completers
	195-198	4			Limited English Proficiency Completers
	199-202	4			Disadvantaged Completers

Instructions for Completing the
AA-1B Report Form

The report "Undeclared Student Classification Final Report" is the basis for identifying students as members of the reported enrollment groups. A student may be a member of more than one enrollment group. It is possible that some of the students reported on AA-1A reports will also be identified as being a member of the groups on the AA-1B.

There are four enrollment groups on the AA-1B report. They are: General Freshman, Employment Related, Other Personal Objectives, and Awaiting Admittance to Limited Access Programs.

A student may be shown in none or any number of the enrollment groups but may appear only once in each group.

AA-1B
Operational Steps

1. Using the information in the "Undeclared Student Classification Final Report," determine which students should be classified as General Freshman.
2. Determine which Students are enrolled in courses for employment related purposes and are not intending to complete a program. The selected students should be counted once in the row "Employment Related" regardless of the number of courses in which each student is enrolled.
3. Determine which students are enrolled in courses for which the student's only intent was self enrichment.
4. Determine which students have met program enrollment criteria but are not yet reported on the AA-1A due to restrictions such as accreditation, enrollment standards, available staff, or work stations. These students are to be recorded on as many rows (see cluster) of PART B of the form as the student is legitimately awaiting admittance.

5. Aggregate the students meeting the criteria for each row of the AA-1B form and enter the correct figures in the Race/ethnic - Sex cells. The TOTAL column is the sum of the Race/ethnic - Sex cells. The Special Needs Categories are subsets of the TOTAL. A student may be counted in more than one of the special needs cells.
6. Place the college code and college name in the spaces provided.

*See AA-1C Homemaker - These students must be reported on only one of these forms.

414

COLLEGE: 111

DIVISION OF COMMUNITY COLLEGES
PREPROGRAM ENROLLMENT STUDENTS

COLLEGE NAME: _____

PART A	NON RESIDENT ALIEN		ASIAN OR PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE		BLACK (NOT OF HISPANIC ORIGIN)		HISPANIC		WHITE (NOT OF HISPANIC ORIGIN)		TOTAL	HIGH SCHOOL	SPECIAL NEEDS		
	F	M	F	M	F	M	F	M	F	M	F	M			HANDI- CAPPED	L E P	DIS- ADVAN- TAGED
(1) GENERAL FRESHMAN																	
(2) EMPLOYMENT RELATED																	
(3) OTHER PERSONAL OBJECTIVES																	

AWAITING ADMITTANCE TO LIMITED ACCESS PROGRAMS

PART B

(4) AGRICULTURE (1.21)																	
(5) DISTRIBUTION (1.22)																	
(6) HEALTH (1.23)																	
(7) HOME ECONOMICS (1.24)																	
(8) OFFICE OCCUPATIONS (1.25)																	
(9) TRADE AND INDUSTRY (1.26)																	
(10) PUBLIC SERVICE (1.27)																	

PREPARED BY _____ DATE _____
(optional)

GENERAL FRESHMAN IS AN UNDUPLICATED ANNUAL HEADCOUNT OF PERSONS WHO WERE ENROLLED IN COURSES WITH THE APPARENT INTENT OF OBTAINING AN AWARD OR CERTIFICATE BUT HAVE NOT BEEN ADMITTED TO A PROGRAM OF STUDY.

EMPLOYMENT RELATED IS AN UNDUPLICATED ANNUAL HEADCOUNT OF PERSONS WHO WERE ENROLLED IN EMPLOYMENT RELATED COURSES WITH NO APPARENT INTENT OF EARNING AN AWARD OR CERTIFICATE.

OTHER PERSONAL OBJECTIVES IS AN UNDUPLICATED ANNUAL HEADCOUNT OF PERSONS WHO WERE ENROLLED IN COURSES FOR WHICH THE INTENT WAS SELF-ENRICHMENT.

LIMITED ACCESS IS DETERMINED BY EITHER THE COLLEGE OR AN ACCREDITING BOARD.

Instructions for Completing the
AA-1C Report Form

The AA-1C report is divided into four parts; (A) Vocational Supplemental, (B) Special Needs, (C) Apprenticeship and (D) Preparation for Homemaking. Each of the parts stands on its own.

PART A - Vocational Supplemental Course Enrollments is a report of the number of persons who attended a Vocational Supplemental course(s). A student may be reported in more than one of the rows in Part A, but only once in each row. There is no requirement to ascertain the special needs of supplemental course enrollments.

PART B - Special Needs is an unduplicated count of all students having special needs including all program enrollees or those awaiting admittance to programs (AA-1A and AA-1B, Part B).

PART C - Apprenticeship is a total of those students by major vocational area who was enrolled as a part of a formal apprenticeship program(s). A student may appear in more than one row.

PART D - Preparation for Homemaking is a breakdown of the programs of study which are intended to prepare the student to be a homemaker in that person's own home. The total column is the sum of the Race/ethnic - Sex cells in that row. The special needs categories are required for Part D. The CIP Program codes are the codes found in the Federal CIP book.

AA-1C
Operational Steps

1. PART A - Determine those students who have taken vocational supplemental courses.

A student may have done this more than once during the year. Count that person once for each appropriate cluster in PART A.

2. PART B - Special Needs is related to the AA-1A row (1) and the AA-1B, Part B. It is not related to any other part of the AA-1C. For each cluster, identify student program enrollees and students awaiting admittance to a limited access program.

NOTE: A person may appear in more than one cluster; however, each cluster must be an unduplicated count of students.

3. PART C - Apprenticeship is an unduplicated by cluster count of students enrolled through a formal apprenticeship contract. These students may appear on any of the other AA-1C report sections.
4. PART D - Preparation for Homemaking is dependent upon the student's intent. From all students enrolled in CIP CODES 124200100 - through 124200119, select as a homemaker those students who do not intend to enter the labor market. In rows 8 through 17, enter the number of students enrolled in those programs of study. Enter in row 18 an unduplicated count of those students. The special needs columns are required for Part B.
5. Prepare a file of these persons, because there may be follow-up requirements for this group which are different and apart from the other program enrollees in homemaking.
6. Place college code and college name in the spaces provided.

AA1-C SPECIAL CATEGORY ENROLLMENTS
 REPORTING YEAR: 1987-88
 DUE JULY 15, 1988
 COLLEGE NAME: _____

DIVISION OF COMMUNITY COLLEGES

PAGE 1 OF 1

COLLEGE: 1-1-1

PART A

VOCATIONAL SUPPLEMENTAL

PART B

PART C

	NON RESIDENT ALIEN		ASIAN OR PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE		BLACK (NOT OF HISPANIC ORIGIN)		HISPANIC		WHITE (NOT OF HISPANIC ORIGIN)		TOTAL	SPECIAL NEEDS			APREN- TICESHIP TOTAL
	F	M	F	M	F	M	F	M	F	M	F	M		HANDI CAP	L E P	DIS- ADVAN TAGED	
(1) AGRICULTURE (1.21)																	
(2) DISTRIBUTION (1.22)																	
(3) HEALTH (1.23)																	
(4) HOME ECONOMICS (1.24)																	
(5) OFFICE OCCUPATIONS (1.25)																	
(6) TRADE AND INDUSTRY (1.26)																	
(7) PUBLIC SERVICE (1.27)																	

14.10

PREPARATION FOR HOME MAKING

PART D

-- SPECIAL NEEDS - [CLUSTER 124

(8) COMPREHENSIVE																	(200101)
(9) CHILD DEVELOP																	(200102)
(10) CLOTHING & TEXT																	(200103)
(11) CONSUMER ED.																	(200104)
(12) FAMILY HEALTH																	(200105)
(13) FAMILY LIVING																	(200106)
(14) FOOD AND NUTRI																	(200107)
(15) HOME MANAGEMENT																	(200108)
(16) HOUSING & FURNIS																	(200109)
(17) OTHER HOME MAKING																	(200199)
(18) TOTAL HOME MAKING AS AN OCCUPATION																	

419

PREPARED BY _____

DATE _____

420

EA-3

The EA-3 report contains annual headcount enrollment figures for Adult General Education and Community Instructional Services. Each cluster stands on its own. A student may also be counted elsewhere in the AA-1 series.

EA-3 Operational Steps

1. Ascertain the number of students in each category of the preparatory cluster of Adult General Education.
2. Place the number of students in each category of preparatory above the appropriate line.
3. Develop an unduplicated count of all students in the preparatory cluster and place that number above the line designated as Total (unduplicated).
4. Replicate steps (1) through (3) in a similar manner for each of the other three clusters.
5. Determine on an unduplicated basis, the total number of students enrolled in all programs and courses during the reporting period. Enter this number in the designated space.

DIVISION OF COMMUNITY COLLEGES
ANNUAL ENROLLMENT HEADCOUNT REPORT OF
ADULT GENERAL EDUCATION
AND
COMMUNITY INSTRUCTIONAL SERVICES

COLLEGE CODE |__|__|

COLLEGE NAME _____

ADULT GENERAL EDUCATION

PREPARATORY		ADULT BASIC AND SECONDARY INSTRUCTION	
1.31	TOTAL (UNDUPLICATED) _____	1.32	TOTAL (UNDUPLICATED) _____
1.31.1	COLLEGE PREPARATORY _____	1.32.1	ADULT BASIC INSTRUCTION _____
1.31.2	VOCATIONAL PREPARATORY _____	1.32.2	ADULT SECONDARY INSTRUCTION _____
		1.32.3	PREPARATION FOR G.E.D. _____
		1.33 LIFELONG LEARNING (UNDUPLICATED) _____	

COMMUNITY INSTRUCTIONAL SERVICES

1.41	CITIZENSHIP XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
1.42	RECREATION AND LEISURE (UNDUPLICATED) _____

NOTE: PERSONS ENROLLED IN EITHER OF THESE PROGRAM CLUSTERS MAY ALSO BE ENROLLED IN OTHER COURSES OR PROGRAMS IN THE COLLEGE. THE TERM UNDUPLICATED REFERS TO THE CLUSTER. EACH SECTION OF THE REPORT STANDS BY ITSELF. THE "TOTAL (UNDUPLICATED)" LINE IN EACH BOX MUST NOT EXCEED THE SUM OF THE LINES BELOW.

TOTAL COLLEGE UNDUPLICATED STUDENT HEADCOUNT _____
--

GLOSSARY OF TERMS

Awaiting Admittance into Limited Access Programs

The student has indicated intent or met criteria for admittance to a program but the college is not able to permit the student to begin program studies. (See Limited Access.)

Award

Associate in Arts - An award certifying the completion of a two-year lower division undergraduate program of study which is applicable to a bachelors or advanced degree.

Associate in Science Degree - An award certifying the completion of a two-year technical program of study. In some cases students completing these programs transfer to a university to complete a higher level degree in the field. Therefore, the AS degree is not necessarily a terminal degree.

Technical Certificate - An award certifying the completion of technical programs of study consisting principally of the prescribed specialized courses in the program area. These are programs which usually consist of one academic year of full-time study.

Associate in Applied Science - An award certifying the completion of a two-year postsecondary adult vocational program of study.

Certificate of Applied Sciences - An award certifying the completion of a vocational program of study which is usually of a duration longer than one term (semester), but less than two years of full-time study.

Certificate of Training - An award certifying the completion of a vocational program of study which is one term (semester) or less of full-time study.

CIP Code

The CIP Code is a ten character code comprised of three parts. The parts are the cluster, the CIP Program and a trailing unique identifier.

CIP Program Code

The CIP Program is a six-digit code found in the "Classification of Instructional Programs" used by all educational entities reporting to the Federal government. Please see that publication for individual program definitions.

Cluster

A three character code which groups educational offerings into major areas. See Section 2 of the CCMIS manual for a discussion of the structure. The codes appropriate for the AA-1 series of reports are:

1.21	Agriculture	1.25	Office
1.22	Distributive	1.26	Trade & Industrial
1.23	Health	1.27	Public Service
1.24	Home Economics		

College Code

<u>College</u>	<u>Code</u>	<u>College</u>	<u>Code</u>
Brevard	01	Miami-Dade	15
Broward	02	North Florida	16
Central Florida	03	Okaloosa-Walton	17
Chipola	04	Palm Beach	18
Daytona Beach	05	Pasco-Hernando	19
Edison	06	Pensacola	20
Fla. CC @ Jax.	07	Polk	21
Florida Keys	08	St. Johns River	22
Gulf Coast	09	St. Petersburg	23
Hillsborough	10	Santa Fe	24
Indian River	11	Seminole	25
Lake City	12	South Florida	26
Lake-Sumter	13	Tallahassee	27
Manatee	14	Valencia	28

Cooperative Education

Include in this section unduplicated enrollments of students reported in row 1 in a program of vocational education who, by written (and on file) cooperative arrangements between the school and employers, are employed and receive compensation, and receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field.

However, these two experiences must be planned and supervised by the school and employers so that each contributes to the person's education and his or her employability. Work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program.

Day-Care Services

Shall be for the purpose of providing appropriate care and protection of infants, preschool and school-age children in order to afford students who are parents the opportunity to participate in vocational education programs. Such day-care services shall be governed by the Federal Interagency Day Care Requirements (45 CFR Part 71).

Disadvantaged

Includes those students who are economically disadvantaged and/or academically disadvantaged.

"Economically disadvantaged" refers to any of the following:

1. Family income is at or below national poverty level,
2. Participant or parent(s) or guardian of the participant is unemployed,
3. Participant or parent of participant is recipient of public assistance, or
4. Participant is institutionalized or under State guardianship.

Operationally, economically disadvantaged can be determined by reporting students who are receiving need-based financial aid or are participating in a work-study program.

"Academically disadvantaged" refers to persons who:

1. Lack reading or writing skills,
2. Lack mathematical skills, or,
3. Perform below grade level.

Operationally, academically disadvantaged can be determined by reporting students who are enrolled in preparatory instruction or are on academic probation.

Displaced Homemakers and Other Special Groups

Can be funded to assess and meet the needs of these special groups. The programs shall include organized educational programs to prepare these persons for employment, special courses preparing these individuals in how to seek employment, and the provision of placement services for the graduates of these programs.

DVACE Code

The DVACE code is a ten-character code by which the Division of Vocational, Adult and Community Education identifies programs in its planning, funding accountability studies.

Employment Related

This classification would be persons enrolled for credit or noncredit courses for career exploration or current job upgrading. These persons have no intention of completing a degree or certificate program.

General Freshman

A general freshman is a person who intends to achieve a degree or certificate but has not satisfied the additional criteria required by the college. (See Program Enrollee)

Handicapped

Refers to a person who (1) has a physical or mental impairment which substantially limits one or more major life activities, or (2) has a record of such impairment.

High School

Refers to persons declared by the institution to be at the 11th and 12th-grade levels who are enrolled in programs for which credit is given toward a high school diploma.

Leaver

A student leaver is one who was counted as an enrollment on the prior year AA-1A report, but did not complete nor return to the college for two consecutive terms excluding the summer term(s).

Level

An occupational program is one designed to prepare persons for immediate employment in an occupation (including homemaking). There are two levels of occupational programs offered in community colleges, namely;

- A. Postsecondary Vocational (courses and programs of study) - This includes programs of study and their related courses designed to prepare persons for employment at the technical level which is between that of the skilled and the professional. These are usually two-year programs of study made up of college level credit courses which are, for the most part, transferable.
- B. Postsecondary Adult Vocational (courses and programs of study) - This includes programs of study and their related courses designed to prepare students for employment at a semiskilled or skilled level which is between that of the unskilled and the technician. These are usually clock-hour or institutional credit programs and courses.

Lifelong Learning Student

"Any adult who is enrolled in a course or instructional activity listed in the state course code directory in order to improve his competencies or enhance the quality of his life, but not to seek or upgrade wage-earning employment skills, earn a high school diploma or its equivalent, or achieve basic skills . . ."

"A student in an adult basic or secondary education course is a lifelong learning student if he has received a high school diploma and does not demonstrate skills at or below the eighth-grade level . . ."

"A student in a supplemental vocational course is a lifelong learning student unless he fulfills one of the following criteria:

- a. He currently holds wage-earning employment and is taking a course to enhance or upgrade skills related to that employment; or
- b. He has a wage-earning employment history with intent to seek employment in an occupation directly related to that course and to that employment history."

"A student shall be reported for funding as a lifelong learning student for enrollment in a consumer home economics course unless that course comprehensively addresses competencies identified in the program courses standards as home and family management competencies. Students in courses that comprehensively address such competencies may be reported as full-time equivalent students in the vocational supplemental category."

"A student shall be reported as a lifelong learning student for his enrollment in any course that he had previously taken, unless it is a credit course in which he earned a grade of D or F."

Limited Access

For reasons such as accreditation, available resources and the like, a program may have a limited enrollment and must establish a "waiting list." (See Awaiting Admittance)

Limited English Proficiency

Refers to any member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English.

Mainstream/No Support Program

One that is conducted in an integrated setting, i.e., students having special needs together with students not having special needs. A student having special needs should be reported in a mainstream/no support program if that student experiences full participation in a mainstream vocational education program where no additional VEA funds are provided to assist the student.

Mainstream/Support Program

One that is conducted in an integrated setting, i.e., students having special needs together with students not having special needs. A student having special needs should be reported in a mainstream/support program if that student experiences full participation in a mainstream vocational education program where ADDED SUPPORT SERVICES ARE PROVIDED BY VEA FUNDS TO ASSIST THE STUDENT.

Occupationally Specific Program

A program of studies, the goal of which is to prepare the student for a specific occupation. Excluded are apprenticeship, employment related, vocational supplemental, and other personal objectives.

Other Personal Objectives

This classification would be persons enrolled in credit or noncredit courses to satisfy their personal objectives. The enrollments would not be employment related. These persons have no intention of completing a degree or certificate program.

Program

One or more structured learning experiences designed to accomplish a predetermined objective or set of allied objectives, such as preparation for advanced study, qualification for an occupation or range of occupations, or solely to increase knowledge or understanding.

Program Completer

A program completer is a student who has completed the requirements for a degree or other formal award, whether or not the student has applied for graduation.

Program Enrollee

Formal enrollment in a program is determined by the institution. A student may be a program enrollee from the day of admission. The college may apply criteria to delay formal program enrollment. The criteria are:

1. AA Degree - Students selecting this option could be placed directly in the appropriate program code or could be placed in the General Freshman category on the AA-1B until the completion of 15 credits. All AA degree students will be reported to the state in a single program, General Degree Transfer (AA-1A).
2. AS Degree - Students selecting this option could be placed directly in the appropriate program on the AA-1A, or reported in a "general freshman" category on the AA-1B until they complete 25% of the program or selected courses that are identified as program specific.

3. Certificate Program - Students selecting this option could be placed directly in the appropriate program, or reported in a "general freshman" category (AA-1A). They could remain in this category until they complete 25% of the program or selected courses that are identified as program specific.
4. Non-Degree/Non-Certificate Objective - Students selecting this option are asked for more detailed information concerning their objectives: (a) employment related or (b) other personal objectives. These students are appropriately reported in these categories on the AA-1B.

Race/Ethnic Classification

The five race/ethnic categories are defined as follows:

White (Not of Hispanic origin) - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (Not of Hispanic origin) - A person having origins in any of the Black racial groups of Africa.

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Related Services

Includes transportation and such developmental, corrective and other support services as are required to assist a handicapped person to benefit from the vocational education program; such services include speech pathology and audiology, psychological services, physical and occupational therapy, recreation, counseling services, and medical services for diagnostic evaluation purposes.

Separate Program

Refers to a program in which the person with special needs is enrolled at a regular school or separate institution in a vocational education program where the enrollment is limited to handicapped, disadvantaged or limited English proficient persons. Also include vocational education program activities provided for these students in hospitals or at the student's home.

Special Educational Assistance

Includes specially designed instruction, teachers' aids to support classroom or lab instruction, taped texts, interpreters or other effective methods of making orally delivered materials available to students, classroom equipment adapted for use by students with manual impairments, and other similar services and actions, as well as facility modifications.

Special Needs

Persons who can be identified as handicapped, of limited English proficiency or disadvantaged (economically or academically), whether or not special support services are being provided by VEA (Vocational Education Act) funds to succeed in the vocational educational program. A person should be reported in each category for which he or she has a special need. If a person has all three special needs, he or she is reported once in each category.

Support Services for Women

For women who enter vocational education programs designed to prepare individuals for employment in jobs which have been traditionally limited to men including counseling, job development, and job follow-up support to overcome the barriers which women face in working in nontraditional areas.

Unique Identifier

The final character of the CIP Code may range from 0-9. It has no meaning to the Community College Data Base except to differentiate between two CIP codes which are otherwise the same.

Vocational Supplemental

Courses that are organized for the purpose of upgrading persons who are currently or have been previously employed in an occupational field. This does not include courses which are organized as a unit of a preparatory program of studies.

Work-Study

May be furnished to a student who has been accepted or is enrolled full-time and is in good standing in an approved vocational education program; is in need of the earnings to begin or continue his or her vocational program; is at least 15 years of age and less than 21 years of age at the onset of employment, and can maintain good standing in school while employed; is employed for no more than 20 hours in any school week; is paid no more than the prevailing rate for similar duties; and is employed by a public or nonprofit private agency or institution.

SECTION 15

PLACEMENT AND FOLLOW-UP REPORTS

AA-2 AND AA-4

Purpose of the Reports

The purpose of these reports is to provide placement and follow-up information on each vocational program offered by the college. Therefore, each program should be reported separately. The information collected is used by the Division of Community Colleges to prepare reports for the Division of Adult, Vocational and Community Education and the Legislature, to monitor program placement rate, to provide employment supply data for manpower studies, to prepare Federal reports for each college, and to monitor the State plan for equal access and equal opportunity.

General Definitions

The AA-2 report deals with the PLACEMENT of student completers and leavers. This is a report of the placement of these students who terminated the program in the prior academic year either by completing the program or by leaving the program. The AA-2 involves the same cohort of students that were reported on the AA-1A Program Enrollments and Completions report. Reporting is on an annual basis for each program. NOTE: The requirement for follow-up on program leavers applies only to occupational programs.

Instructions for Completing the AA-2 Completers and Leavers Machine Readable Record

The AA-2 Completers and Leavers record provides information on students after completing or leaving their program of study. Each program will be reported as a separate record.

Instructions for the AA-2 Student Follow-Up Report

The AA-2 reports are used to report the outcome of the student follow-up process. Certain fields from the AA-2C (report for completers) are used to calculate placement percentages. (See 70% Placement Standard on pages 15.11 - 15.16.)

Students to be included in the data elements on the AA-2C are those who were represented in the cell counts on the corresponding AA-1A report (as amended during the edit process). The elements on the AA-2L (report for leavers) are based upon students who have not returned to your college for two consecutive terms after the last reporting period (operationally the Fall and Winter terms).

Information in the header section of the record should be the same as the AA-1A reports. If erroneous data appears there, the record will be flagged in error which will be corrected during the edit process.

The student demographic information represents the standard Office for Civil Rights designations.

Data elements on the AA-2 are in direct response to the "post card" survey questions or other auditable documents used to determine student status:

1. Are you presently employed?
2. Is the work you are doing related to your training?
3. Are you in the military?
4. Are you continuing your education?

Placement Pool total is the divisor for completer placement percentage calculations. Exceptional students not placed, incarcerated completers, and nonresident aliens on nonimmigration visas from the completers reported on the previous year's AA-1 are excluded from the pool. In no case should this field exceed the total completer field.

Special Needs Section

Information in this section represents a subset of students displayed in the "TOTAL" field. Definitions for Handicapped, Limited English Proficiency, and Disadvantaged (economically) are provided below:

Handicapped

Refers to a person who (1) has a physical or mental impairment which substantially limits one or more major life activities, or (2) has a record of such impairment.

Limited English Proficiency

Refers to any member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from instruction to the same extent as a student whose primary language is English.

Disadvantaged

Includes those students who are economically disadvantaged and/or academically disadvantaged.

"Economically disadvantaged" refers to any of the following:

1. Family income is at or below national poverty level,

2. Participant or parent(s) or guardian of the participant is unemployed,
3. Participant or parent of participant is recipient of public assistance, or
4. Participant is institutionalized or under State guardianship.

Operationally, economically disadvantaged can be determined by reporting students who are receiving need-based financial aid or are participating in a work-study program.

"Academically disadvantaged" refers to persons who:

1. Lack reading or writing skills,
2. Lack mathematical skills, or,
3. Perform below grade level.

Operationally, academically disadvantaged can be determined by reporting students who are enrolled in preparatory instruction or are on academic probation.

Operational Steps for AA-2C Report (Completer Follow-Up)

For each program reported:

- 1) Determine the total completers reported on the AA-1A report from the previous year.
- 2) Subtract the following from the total completers:
 - A) Exceptional Students not placed.
 - B) Exceptional Students in the military.
 - C) Exceptional Students continuing education.
 - D) Nonresident aliens on nonimmigration visas.
 - E) Those not placed due to incarceration.
- 3) Enter the remaining completers into the placement pool field. Only these students are to be considered while completing the rest of the report. Students for whom follow-up information was not available are included in the placement pool.
- 4) Enter into the appropriate data element the number of affirmative responses to each of the four required questions from the "postcard" survey of other auditable documents.

AA-2L (Leaver Follow-Up)

The process for completing the AA-2L report is the same as stated above except for the unknown beginning universe of leavers since they are not reported on the AA-1A enrollment and completion report.

MACHINE RECORDS FORMAT
AA2 Completer and Leaver
Student Follow-up Report

PAGE 1 OF 4

DATE:

(Record Length = 452 Block Size = 4520 Fixed Block)

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					Format No. _____ _____ of _____	Record Type _____ _____	Prepared By _____ _____
Jobs with records using this format: _____ _____ _____ _____ _____ _____ Files with records using this format: _____ _____ _____ _____ _____ _____							

Item No.	From To	Size	Field Char	Field Name	Field Description
	1- 2	2	N		College Code: 01 through 28
	3- 12	10	N		Ten Digit CIP Code
	13- 13	1	A		File Type C or L
	14- 43	30	A		Program Title
	44- 53	10	A/N		Ten Char. DVACE Code
	54- 54	1	N		Level Codes: 0 = AA 1 = PSV 2 = PSAV
	55- 58	4	N		Units in Duration (Hours)
	59- 61	3	A		Unit of Length SSH or CLK
	62- 62	1	N		Award Codes: 1 = AA 2 = AS 3 = TCT 4 = AAS 5 = CTAS 6 = CTTR
	63- 66	4	N		Employed Alien Female
	67- 70	4	N		" Alien Male
	71- 74	4	N		" Asian Female
	75- 78	4	N		" Asian Male
	79- 82	4	N		" Indian Female
	83- 86	4	N		" Indian Male
	87- 90	4	N		" Black Female
	91- 94	4	N		" Black Male
	95- 98	4	N		" Hispanic Female
	99-102	4	N		" Hispanic Male
	103-106	4	N		" White Female
	107-110	4	N		" White Male
	111-115	5	N		" Total
	116-119	4	N		" Handicapped
	120-123	4	N		" LEP
	124-127	4	N		" Disadvantaged
	128-131	4	N		Work Related Alien Female
	132-135	4	N		" Alien Male

MACHINE RECORDS FORMAT
AA2 Completer and Leaver
Student Follow-up Report

PAGE 2 OF 4

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					Format No. Record Type Prepared By — of —
Jobs with records using this format:					
Files with records using this format:					

Item No.	From To	Size	Field Char	Field Name	Field Description
	136-139	4	N		Work Related Asian Female
	140-143	4	N		" Asian Male
	144-147	4	N		" Indian Female
	148-151	4	N		" Indian Male
	152-155	4	N		" Black Female
	156-159	4	N		" Black Male
	160-163	4	N		" Hispanic Female
	164-167	4	N		" Hispanic Male
	168-171	4	N		" White Female
	172-175	4	N		" White Male
	176-180	5	N		" Total
	181-184	4	N		" Handicapped
	185-188	4	N		" LEP
	189-192	4	N		" Disadvantaged
	193-196	4	N		Military Alien Female
	197-200	4	N		" Alien Male
	201-204	4	N		" Asian Female
	205-208	4	N		" Asian Male
	209-212	4	N		" Indian Female
	213-216	4	N		" Indian Male
	217-220	4	N		" Black Female
	221-224	4	N		" Black Male
	225-228	4	N		" Hispanic Female
	229-232	4	N		" Hispanic Male
	233-236	4	N		" White Female
	237-240	4	N		" White Male
	241-245	5	N		" Total
	246-249	4	N		" Handicapped
	250-253	4	N		" LEP

MACHINE RECORDS FORMAT
AA2 Completer and Leaver
Student Follow-up Report

PAGE 3 OF 4

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					Format No. Record Type Prepared By — of —		
					Jobs with records using this format: — — — — — —		
					Files with records using this format: — — — — — —		
Item No.	From To	Size	Field Char	Field Name	Field Description		
	254-257	4	N		" Disadvantaged		
	258-261	4	N		Continue Ed. Alien Female		
	262-265	4	N		" Alien Male		
	266-269	4	N		" Asian Female		
	270-273	4	N		" Asian Male		
	274-277	4	N		" Indian Female		
	278-281	4	N		" Indian Male		
	282-285	4	N		" Black Female		
	286-289	4	N		" Black Male		
	290-293	4	N		" Hispanic Female		
	294-297	4	N		" Hispanic Male		
	298-301	4	N		" White Female		
	302-305	4	N		" White Male		
	306-310	5	N		" Total		
	311-314	4	N		" Handicapped		
	315-318	4	N		" LEP		
	319-322	4	N		" Disadvantaged		
	323-326	4	N		Placement Pool Alien Female		
	327-330	4	N		" Alien Male		
	331-334	4	N		" Asian Female		
	335-338	4	N		" Asian Male		
	339-342	4	N		" Indian Female		
	343-346	4	N		" Indian Male		
	347-350	4	N		" Black Female		
	351-354	4	N		" Black Male		
	355-358	4	N		" Hispanic Female		
	359-362	4	N		" Hispanic Male		
	363-366	4	N		" White Female		
	367-370	4	N		" White Male		

MACHINE RECORDS FORMAT
AA2 Completer and Leaver
Student Follow-up Report

PAGE 4 OF 4

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					Format No. Record Type Prepared By — of — —	
					Jobs with records using this format: _____ _____	
					Files with records using this format: _____ _____	
Item No.	From To	Size	Field Char	Field Name	Field Description	
	371-375	5	N		Placement Pool	Total
	376-379	4	N		"	Handicapped
	380-383	4	N		"	LEP
	384-387	4	N		"	Disadvantaged
	388-452	65	A/N		Filler	

Instructions for the AA-4 Employer Follow-Up (EFU) Report

Separate forms should be submitted for completers and leavers. Check the appropriate line in the top part of the form to identify which type student the report represents.

Number of Respondents

In the first row of the AA-4, the number of EFU forms that were completed and returned (which relate to the column in which the entry is being made) should be entered. Thus, if 37 forms were completed and returned for Male Hispanics, the entry in the first row and the tenth column of Part 1 would be 37.

Employer Ratings

In the remaining rows, the total score from the employer ratings for each item of the EFU forms should be entered. These scores should be calculated by assigning "points" to each response as indicated below:

Lines 2, 4, 6 and 8 (EFU)

- 5 - Very good
- 4 - Good
- 3 - Neutral
- 2 - Poor
- 1 - Very poor

Line 10 (EFU)

- * - No basis for comparison
- 5 - Individual is better prepared
- 3 - Both are about the same
- 1 - Individual is less prepared

*Do not include these marks in figuring

After "scoring" each item for each individual in this way, add the scores. Also record the number of scores there were for each category. Note that with the item Relative Preparation, you should not include those forms in which the "No Basis for Comparison" box was checked in determining the rating.

The total scores, once calculated, and the number of scores should be entered in the appropriate rows and columns of the various parts of AA-4.

The Totals column should equal the sum of the first twelve columns. The sum of the Special Needs columns may not equal the Totals column.

Column Headings

The column headings refer to the same racial and special needs breakdown as defined for the AA-1A and the AA-2.

AA4-C EMPLOYER FOLLOW-UP
REPORTING YEAR: 1986-87

DIVISION OF COMMUNITY COLLEGES
EMPLOYER FOLLOW-UP
OF STUDENTS COMPLETING 1986/87

PAGE 1 OF 1

COLLEGE: | | |

CIP CODE: | | | | | | | | | |

COLLEGE NAME: _____

PROGRAM TITLE: _____

	NON RESIDENT ALIEN		ASIAN OR PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE		BLACK (NOT OF HISPANIC ORIGIN)		HISPANIC		WHITE (NOT OF HISPANIC ORIGIN)		TOTAL	SPECIAL NEEDS		
	F	M	F	M	F	M	F	M	F	M	F	M		HANDI CAP	L E	DIS- ADVAN P TAGED
UNDUPLICATED RESPONDENTS (1)																
TECHNICAL KNOWLEDGE NUMBER OF RESPONSES (2)																
SUM OF SCORES (3)																
WORK ATTITUDE NUMBER OF RESPONSES (4)																
SUM OF SCORES (5)																
WORK QUALITY NUMBER OF RESPONSES (6)																
SUM OF SCORES (7)																
OVER ALL RATING NUMBER OF RESPONSES (8)																
SUM OF SCORES (9)																
RELATIVE PREPARATION NUMBER OF RESPONSES (10)																
SUM OF SCORES (11)																
WILL HIRE (12)																
WILL NOT HIRE (13)																

15.9

442

443

COLLEGE: | | |

CIP CODE: | | | | | | | | | |

COLLEGE NAME: _____

PROGRAM TITLE: _____

	NON RESIDENT ALIEN		ASIAN OR PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE		BLACK (NOT OF HISPANIC ORIGIN)		HISPANIC		WHITE (NOT OF HISPANIC ORIGIN)		TOTAL	SPECIAL NEEDS		
	F	M	F	M	F	M	F	M	F	M	F	M		HANDI CAP	L E P	DIS- ADVAN TAGED
UNDUPLICATED RESPONDENTS (1)																
TECHNICAL KNOWLEDGE NUMBER OF RESPONSES (2)																
SUM OF SCORES (3)																
WORK ATTITUDE NUMBER OF RESPONSES (4)																
SUM OF SCORES (5)																
WORK QUALITY NUMBER OF RESPONSES (6)																
SUM OF SCORES (7)																
OVER ALL RATING NUMBER OF RESPONSES (8)																
SUM OF SCORES (9)																
RELATIVE PREPARATION NUMBER OF RESPONSES (10)																
SUM OF SCORES (11)																
WILL HIRE (12)																
WILL NOT HIRE (13)																

15.10

444

445



FLORIDA DEPARTMENT OF EDUCATION

Betty Castor

Commissioner of Education

May 10, 1988

MEMORANDUM

TO: District School Superintendents
Community College Presidents

FROM: Robert S. Howell, Director, Division of Vocational, Adult and
Community Education *Robert S. Howell*
Clark Maxwell, Jr., Executive Director, Community College System

SUBJECT: Implementation Policy For The 70 Percent Placement Standard
For Three Consecutive Years

Contact Person

Name: Ronald A. Dearden
(904)488-7394
Phone: Suncom 278-7394

DVACE 88-36

The attached is the Implementation Policy For The 70 Percent Placement Standard For Three Consecutive Years that has been developed by the Division of Vocational, Adult and Community Education (DVACE) and Division of Community Colleges (DCC). This policy provides guidelines for school districts and community colleges for applying the 70 percent placement standard to those job preparatory programs that have been out of compliance for three consecutive years. This policy also provides procedures that all school districts and community colleges will implement for the three year time period from 1984-85 to 1986-87. Please note that effective July 1, 1988, school districts or community colleges with job preparatory programs that failed to meet the 70 percent placement standard for three consecutive years will be ineligible to use state funding and will be ineligible for future state funding for those job preparatory programs. It is also the intent of both Divisions to implement State Board of Education Rule(s) that provide for the following:

1. A one year reporting exemption from the three consecutive year requirement for job preparatory programs with no completers. If no completers are reported for the fourth year an institutional program review will be implemented to determine if the program is "in or out" of compliance.
2. A one year exemption from the three consecutive year requirement for job preparatory programs reporting less than five (5) completers. This will be provided to school districts and community colleges as a reporting option if needed.

446

Tallahassee, Florida 32399

Affirmative action, equal opportunity employer

15.11

District School Superintendents
Community College Presidents
Page 2
May 10, 1988

3. A one year exemption for the three consecutive year requirement for job preparatory programs where placement has been adversely affected by economic or demographic conditions.
4. A one year exemption for other special situations.
5. All of the above one year exemptions will require an institutional program review after the fourth reporting year and require a written response from the institutions as to the reasons for not achieving the required standards.
6. A summary written report of all school district and community college institutions reviews will be compiled and submitted to the legislature.

If you need additional information or have questions regarding this policy, please contact Dr. Ron Dearden at (904) 488-7394 or at Suncom 278-7394 or Ms. Erin McColskey at (904) 488-0555 or at Suncom 278-0555.

rdw

Attachment: Implementation Policy For The 70 Percent Placement Standard
For Three Consecutive Years

cc: District Vocational Education Directors
Community College Occupational Deans
District or Community College Follow-Up Coordinators

IMPLEMENTATION POLICY FOR THE 70 PERCENT PLACEMENT
STANDARD FOR THREE CONSECUTIVE YEARS

Description: The Division of Vocational, Adult, and Community Education (DVACE) through the Bureau of Research, Dissemination and Evaluation, is responsible for monitoring and reporting placement rates on all job preparatory vocational programs at the secondary and postsecondary levels and for providing specific guidelines and procedures for the follow-up of job preparatory students. The division is also responsible for working with the Division of Community Colleges (DCC) to ensure that placement rate data for school districts and community colleges shall be reported to the appropriate regional coordinating councils, the State Board of Education, State Board of Community Colleges, the legislature and shall be included in the State Accountability Report pursuant to Section 229.558, Florida Statutes. As part of this requirement, DVACE is responsible for reporting any job preparatory vocational program that does not meet the 70 percent placement standard and any program that fails to meet this requirement for three consecutive years.

Rationale: Section 229.551, Florida Statutes states the following:

"Effective with the 1985-86 school year, any job preparatory vocational program in which the placement rate for persons completing the program is less than 70 percent for three consecutive years shall be ineligible for future state funding. The first three consecutive year period shall be 1984-85, 1985-86, and 1986-87 school years."

Policy: The implementation of the 70 percent placement standard shall assure that any job preparatory vocational program that fails to meet this requirement for three consecutive years will be ineligible for state FTE funding. Individual school districts or community colleges would have the option of continuing a job preparatory vocational program with local funding.

Procedures:

- 1.0 Effective with the 1986-87 data collection year, which will be conducted during the 1987-88 school year, the three consecutive year period will be completed. Beginning with the 1988-89 school year, July 1, 1988, state FTE funding will not be available for those job preparatory programs that failed to meet the 70 percent placement standard for three consecutive years.
- 2.0 In the spring of 1988 each school district and community college will receive a two year DVACE or DCC report that will provide information on those job preparatory vocational programs that failed to achieve the 70 percent placement standard for the 1984-85 and 1985-86 data collection years. This report will be based on final

May 10, 1988

completer, placement, and placement rate data as reported by school districts and community colleges. The school district data is obtained from the final DVACE Placement Standards Report while the community college data is derived from the DCC Placement Standards Report that contains specific DCC program titles and numbers for FY 1984-85, Spring 1986 and FY 1985-86, Spring 1987. This report will provide each school district and community college with information for developing a local tracking system for reporting preparatory programs out of compliance for three consecutive years. The Bureau of Research, Dissemination and Evaluation, DVACE, will prepare the two year report for school districts and submit this to the Bureau of Vocational Programs, DVACE, who will be responsible for conducting a "cross-walk" of equivalency for job preparatory programs. The Bureau of Vocational Programs, DVACE, will verify all secondary and postsecondary job preparatory programs. The Bureau of Research, Dissemination and Evaluation will disseminate the two year DVACE report to school districts. The Bureau of Program Support and Services, DCC will prepare the two year report for community colleges and disseminate this report to community colleges.

The present reporting system for the DVACE and DCC is based on reported placement data. To obtain a placement rate, each job preparatory program had to report completers and placements for the three year time period of FY 1984-85, FY 1985-86, and FY 1986-87. If a job preparatory program did not report completers for a data collection year then that program will not have a placement rate. The three consecutive year time period requirement applies to the first three years of reported placement data.

Effective with placement data reported for the FY 1987-88, Spring 1989 that is due on June 15, 1989, each follow-up report shall include data on the number of program completers, the number of placements, the placement rates for each job preparatory program, and if there were no completers reported the reasons why there were no completers for each job preparatory program. These data elements shall be reported annually for all job preparatory programs beginning with the FY 1987-88, Spring 1989 follow-up report. No reported completers will continue to result in a "no-count year" and will be subject to a possible special program review in the future. If an institution does not report any data on a job preparatory program that is offered by the institution, it will result in a zero placement rate for that reporting year.

- 3.0 Each school district and community college will be responsible for notifying the appropriate individual schools and/or appropriate individuals of the fact that their job preparatory vocational programs have been out of compliance with the 70 percent placement standard for two consecutive years. Each school district and community college will also be responsible for implementing a three year tracking system, using the DVACE report described in 2.0, and for implementing procedures for having those job preparatory programs that are out of compliance for three consecutive years reported.

- 4.0 Each school district and community college will be responsible for reporting placement data for FY 1986-87, Spring 1988 Follow Up by June 15, 1988 in accordance with division requirements. School district guidelines are outlined in the Instruction Manual: Vocational Confirmation and Follow Up Survey, 1986-87, Spring 1988.
- 5.0 In addition to reporting placement data for the 1986-87, Spring 1988 follow-up year by June 15, 1988, each school district and community college will also be responsible for reporting to the DVACE and DCC all job preparatory programs that have been out of compliance with the 70 percent placement standard for three consecutive years.
- The DVACE and DCC will prepare a form that include sections that allows each school district or community college to indicate that they agree or disagree with the placement rate reported in the 1984-85 and 1985-86 Placement Standards Report, to provide corrected placement rate data for 1984-85 and 1985-86 if necessary, and to report 1986-87 placement rate data. This DVACE and DCC form will also have a section that allows the District Superintendent or his/her designee and the Community College President or his/her designee to sign off and date the transmittal of this report to the DVACE and DCC. Each school district or community college that changes placement rate data on this DVACE or DCC form is responsible for maintaining corrected data for audit purposes. School districts will be responsible for reporting this data to the DVACE on June 15, 1988. Community colleges will be responsible for reporting to the DCC on June 15, 1988 and the DCC will report this information to the DVACE.
- 6.0 The Division of Vocational, Adult, and Community Education (DVACE) will prepare and disseminate the final Placement Standards Report for FY 1986-87, Spring 1988, Follow-up to all school districts and community colleges in December, 1988.
- 7.0 The results of the DVACE final Placement Standards Report on those school district or community college job preparatory vocational programs failing to meet the 70 percent placement standard for three consecutive years will be documented and transmitted by the Director, DVACE, to the appropriate regional coordinating councils, the State Board of Education, State Board of Community Colleges, the legislature, local school superintendents, community college presidents, local directors, and deans of vocational education.
- 8.0 Effective July 1, 1988 no FTE state funding for school districts or state funding for community colleges shall be available for those job preparatory vocational programs that fail to meet the 70 percent placement standard for three consecutive years. Any school district or community college that claims state funding for those job preparatory vocational programs that did not meet the three consecutive years, 70 percent placement standard is subject to repaying those funds retroactive to July 1, 1988. State funding includes state appropriations or grants and student fees, but it does not include other private gifts or grants or federal funds.

- 9.0 The Office of the Auditor General will conduct annual audits of school districts and community colleges to determine the accuracy of the program placement rate reported by the districts and community colleges to the Department of Education/DVACE. The Office of the Auditor General shall report to the legislature any discrepancies identified between the placement rates reported by the districts and community colleges to the Department of Education and the placement rates reported by the Department of Education/DVACE to the legislature.
- 10.0 Any FTE adjustments for school district job preparatory vocational programs will be the responsibility of the appropriate Department of Education audit services staff. Final monetary adjustments for school districts shall be calculated and applied by the Financial Management Section, Division of Public Schools. Community college FTE enrollment reports are audited by the Office of the Auditor General's staff and any FTE adjustments for community colleges will be made in accordance with the final audit reports.

SECTION 16
FEEDBACK REPORTS AND ENTRY LEVEL TESTING

TABLE OF CONTENTS

	<u>Page</u>
1. Feedback System (FB-2)	16.1
2. Occupational Identifier Project (OIP)	16.5
3. Postsecondary Feedback to High Schools (FB-1)	16.8
4. Entry Level Testing System (EL-1).	16.11

SECTION 16

FEEDBACK SYSTEM (FB-2)

STUDENT FOLLOW-UP

Introduction

The Feedback System is a data processing system that combines information from the community colleges, the State University System, and the Florida Department of Labor and Employment Security, to produce reports indicating the status of community college program completers and leavers.

Objectives

The community colleges are encouraged, but not required, to participate. The major benefit of the system in terms of reports sent to the Division is its use in completing the AA-2 Placement and Follow-up Report. The AA-2 report requires the status of previous year's graduates in terms of employed in field related to community college major, employed in unrelated field, continuing education, unemployed, not in labor force, or status unknown. The Feedback System can tell a college if its graduates are continuing their education in the SUS or are employed in Florida. The limitations include no data from private or out-of-state educational institutions and the use of Standard Industrial Classification (SIC) codes in relation to employment. These codes tell the industry of the employer rather than the actual job of the employee.

Some of the colleges are beginning to use the results of the System to produce information on percent employed by college major and starting salaries for different occupational fields. There is also good potential in terms of counseling students concerning career choices for a given area.

The following page indicates the data requested from the community colleges. Only the social security number of the student, the colleges' FICE code, and student type are required. The other data items allow the results to be sorted by major, race, and gender. This information is very useful for state reports and in-house work.

The procedure has been of value and is constantly being refined as ways to use the results are received by the Division.

This system generates four types of reports:

- Detail list of students
- Employer name and address
- Report of fall transfers in the SUS
- Duplicate social security numbers reported by another college

The Feedback System is similar to the Occupational Identifier Project (OIP) and the colleges have the option of submitting data for one or both systems.

454

MACHINE RECORDS FORMAT

PAGE 1 OF 1

FEEDBACK SYSTEM - FB-2

DATE:

Field Characteristics:					Data Description
A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					This data is the community college input to the Feedback System. Of the seven fields, three - SSN, FICE and TYPE are required. The other four - RACE, GENDER, MAJOR, and HOURS are optional. LABEL = 1, NL REC. LENGTH = 80 BLKSIZE = 6400 DENSITY = 3 or 4 (1600 or 6250 BPI)
Item No.	From To	Size	Field Char	Field Name	Field Description
1	1 - 9	9	N	SSN	Unique social security code (Required)
2	10	1	A	RACE	HEW Race Code (Optional) A = Asian or Pacific Islander I = American Indian or Alaskan Native B = Black (Not of Hispanic origin) H = Hispanic W = American White O = Non-Resident Alien X = Not reported
3	11	1	A	GENDER	Gender of Student (Optional) M = Male F = Female X = Not reported
4	12 - 21	10	R	MAJOR	Full CIP code of student's major (Optional)
5	22 - 25	4	R	HOURS	Credit hours earned or accumulated by student at reporting institution (Optional)
6	26 - 31	6	R	FICE	FICE number of reporting institution (Required)
7	32	1	A	TYPE	Code for completers and leavers A = Completers B = Leavers
8	33 - 80	48	A	FILLER	Blanks

Instructions for Feedback Format

Please refer to the machine records format for acceptable coding values to be used with the following definitions.

Social Security Number - a nine-digit social security number

Ethnic Group - a one-character code to indicate the race/ethnic group of the student

Gender - a one-character code to indicate the gender of the student

Major - a eight-digit ICS code of the student's major program area

Hours - a four-digit field to contain the credit hours earned by the student at the reporting institution

FICE - a six-digit number that is assigned to the community college in the Florida Education Directory (HEGIS)

OCCUPATIONAL IDENTIFIER PROJECT (OIP)
STUDENT FOLLOW-UP

Introduction

This data processing system takes information submitted by the community colleges and combines the data with the State University System, the Florida Department of Labor and Employment Security and the U.S. Department of Defense files to produce reports indicating the status of community college program completers and leavers.

Objective

The community colleges are encouraged, but not required, to participate. The major benefit of the system in terms of reports sent to the Division is its use in completing the AA-2 Placement and Follow-up Report. The AA-2 report requires the status of previous year's graduates in terms of employed in field related to community college major, employed in unrelated field, continuing education, unemployed, not in labor force or status unknown.

The OIP system can tell a college if its graduates are continuing their education in the SUS or a community college or are employed in Florida or are currently in a branch of the military service. The limitations include no employment data from other states, or private, or out-of-state educational institutions.

The job titles on these reports are the titles reported by the employers to the Department of Labor.

The following page indicates the data requested from the community colleges. Only the social security number of the student, the college's FICE code, the student type, and the name fields are required. The other data allows for results to be sorted by major, race and gender.

The OIP System generates a report titled "School Level Follow-up Report".

The OIP is a parallel process to the Feedback System and the colleges have the option of submitting data for one or both systems.

MACHINE RECORDS FORMAT

PAGE ____ OF ____

INPUT DATA FOR OCCUPATIONAL IDENTIFIER PROJECT (OIP)

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					
Item No.	From To	Size	Field Char	Field Name	Field Description
1	1 - 9	9	N	SSN	Unique social security code
2	10	1	A	RACE	HEW Race Code A = Asian or Pacific Islander I = American Indian or Alaskan Native B = Black (Not of Hispanic origin) H = Hispanic W = American White O = Nonresident Alien X = Not reported
3	11	1	A	GENDER	Gender of Student M = Male F = Female X = Not reported
4	12 - 21	10	R	MAJOR	CIP code of student's major
5	22 - 25	4	A	FILLER	Blank (not used)
6	26 - 31	6	R	FICE	FICE number of reporting institution
7	32	1	A	TYPE	Code of completers and leavers
8	33 - 42	10	A	LNAME	Student's last name
9	43 - 51	9	A	FNAME	Student's first name
10	52	1	A	MINIT	Student's middle initial
11	53 - 80	28	A	FILLER	Blank (not used)

Instructions for OIP Record Format

Please refer to the machine records format for acceptable coding values to be used with the following definitions.

Social Security Number - A nine-digit social security number.

Ethnic Group - A one-character code to indicate the race/ethnic group of the student.

Gender - A one-character code for the gender of the student.

Program Code (Major) - The ten-digit CIP code that relates to the student's major course area.

FICE - A six-digit number that is assigned to the community college in the Florida Education Directory (HEGIS).

Type - A one-character code to indicate if the student is a completer or leaver.

Last Name - A ten-character field to indicate the last name of the student.

First Name - A nine-character field to indicate the first name of the student.

Middle Initial - A one-character field to indicate the middle initial of the student.

POSTSECONDARY FEEDBACK TO HIGH SCHOOLS (FB-1)

Introduction

This data processing system takes the information submitted by the community colleges and produces a report that indicates the number of students from a given high school or school district requiring college preparatory instruction at a given community college.

Objectives

The report is required by Rule 6A-10.38, FAC, "Postsecondary Feedback of Student Information to High Schools" which states that the State Board of Community Colleges shall report to the State Board of Education, the number of Florida high school graduates entering a community college during the academic year as first-time-in-college students who were referred to college preparatory instruction.

The community colleges are required to send to the individual school districts information pertaining to how all high school graduates who were referred to college preparatory instruction are performing at the community college.

Report

The Division generates reports by district and by community college and forwards these to the Commissioner's office each year. The report is due to the State Board of Education by February 1 each year.

MACHINE RECORDS FORMAT
FB-1 POSTSECONDARY FEEDBACK

DATE:

Field Characteristics: A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					For 5 1/4" PC diskette, please check appropriate box. ☐ .WKS LOTUS 123 ☐ .WK1 LOTUS 123 ☐ .DBF DBASE III or III+ ☐ .RBF R:BASE 5000 or SYSTEM V ☐ ASCII comma delimited ☐ ASCII fixed (specify format)
Item No.	From To	Size	Field Char	Field Name	Field Description
1	1 - 2	2	N	College	Community College # 01-28
2	3 - 8	6	N	HS Code	High School Number from Florida Education Directory
3	9 -12	4	N	Number Referred	Number of Students Referred

INSTRUCTIONS FOR CODING
POSTSECONDARY FEEDBACK TO HIGH SCHOOL FORM

Please refer to the machine records format for acceptable coding values to be used with the following definitions.

College Code - a two-digit numeric code derived from alphabetic listing of community college names (01 thru 28).

District/County Code - a two-digit numeric code of the county/district in which the high school is located. (Found in the Florida Education Directory.)

High School Number - a four-digit numeric code of the high school number pertaining to the students being reported.

Number of High School Students Referred to College Preparatory Courses - a three-digit numeric number of students who were referred to college prep courses from this particular high school.

ENTRY LEVEL TESTING SYSTEM

EL-1

Introduction

This data processing system takes the information submitted by the community colleges and produces a report that shows the different types of tests and the number of students that attain above the cut scores and number of students below the cut scores for each type test.

Objectives

The report is required by Rule 6A-10.0315, FAC, "College Preparatory Testing, Placement and Instruction" which states that first-time-in-college students who intend to enter a degree program shall be tested prior to completing registration. The scores the student receives on various tests determines whether the student is placed into college preparatory classes or not. Cut scores have been predetermined and those students scoring below the cut scores are required to be placed into college preparatory courses.

Students with 12 credit hours must begin college preparatory courses if the test scores were below the cutoff level.

Students with test scores above the cutoff may be placed into college preparatory instruction if the community college determines it would be to the student's benefit.

Students may not enroll for more than three semesters in a particular skill area to complete the college preparatory instruction.

Uniform standards for completion of college preparatory instruction are in effect and upon certification of competence from a given institution, they must be accepted at another public community college and university. The test scores are valid for three years.

Report

The final report, which displays by college each test type and the number and percent of each type that is above and below the cut scores, is forwarded to the Commissioner's office for submission to the State Board of Education.

This report is due to the State Board of Education by November 30 of each year.

Instructions for Coding
Entry Level Testing Form

Please refer to the machine records format for acceptable coding values to be used with the following definitions.

College Code - A two-digit numeric code derived from alphabetic listing of community college names (01 thru 28).

Student Number - A nine-digit personal identification number that should be the student's social security number. This may be a college derived student number if unique within the college.

Ethnic Group - A two-character code used to indicate the race/ethnic group of the student.

Gender - A one-character code for the gender of the student.

Test - A three-character code used to indicate the type of test score being reported.

Subtest - A one-character code used to indicate which subtest score is being submitted.

Test Score - Up to a three-digit score which is the score the student received on a given test (right justified).

Site - A one-character code used to indicate the administration site of the test.

Registration Code - A one-character code used to indicate whether the student has been registered into a given college preparatory course.

College Credits Earned - The number of college credits earned by the student through the applicable term. (OPTIONAL)

Term Code - A one-character code to indicate the term the test was administered. If student was tested in high school, use the term the student entered the college in this field.

MACHINE RECORDS FORMAT

ENTRY LEVEL TESTING REPORT - EL-1

DATE:

Field Characteristics:					
A = Alphabetic only A/N = Alphameric N = Numeric only Z = Zoned numeric R = Right justified with leading zeros L = Left justified					
Item No.	From To	Size	Field Char	Field Name	Field Description
1	1 - 2	2	N	College	Community College #01 - 28
2	3 - 11	9	N	Student ID	Student Identification Number
3	12	1	A	Filler	Blank
4	13 - 14	2	A	Ethnic	AL = Non-Resident Alien AS = Asian IN = American Indian BL = Black, Non-Hispanic HI = Hispanic WH = White, Non-Hispanic NR = Not Reported
5	15	1	A	Gender	F = Female M = Male N = Not Reported
6	16 - 17	2	A	Filler	Blank
7	18 - 20	3	A	Test	ACT = ACT SAT = SAT MAP =MAPS AST = Asset
8	21	1	A	Subtest	R = Reading W = Writing M = Math
9	22	1	A	Filler	Blank
10	23 - 25	3	N	Score	ACT - All Scores Are Standard ASSET - All Scores Are Raw MAPS - All Scores Are Scaled SAT - Reading & Math Scores Are Standard Writing Score Is Scaled
11	26	1	A	Filler	Blank
12	27	1	A	Site	L = Local (Taken At Reporting College) N = Not Local (Taken Elsewhere)
13	28	1	A	Registration Code	Y = Registered In A College Prep. Course In This Academic Area N = Not Registered In A College Prep. Course In This Academic Area
14	29 - 30	2	N	Number College Credits Earned	Number of College Credit Hours Earned to Date (OPTIONAL)
15	31	1	A	Term Code	S = Summer F = Fall W = Winter To indicate when test was taken.

Acceptable Entry Level Testing Scores - 1988

ACT	Writing Standard Score	> 0 and < 34
ACT	Reading Standard Score	> 0 and < 35
ACT	Math Standard Score	> 0 and < 37
ASSET	Writing Raw Score	> 0 and < 65
ASSET	Reading Raw Score	> 0 and < 41
ASSET	Math Raw score (Elementary Algebra)	> 0 and < 26
MAPS	Writing Scaled Score	> 19 and < 61
MAPS	Reading Scaled Score	> 0 and < 26
MAPS	Math Scaled Score (Elementary Algebra)	> 200 and < 226
SAT	Writing Scaled Score	> 19 and < 61
SAT	Reading Standard Score	> 199 and < 801
SAT	Math Standard Score	> 199 and < 801

SECTION 17

COLLEGE ANNUAL REPORT SYSTEM
(CAR SERIES)

TABLE OF CONTENTS

	<u>Page</u>
1. Purpose of the Report	17.1
2. Instructions and Hard Copy Forms	
(A) CAR-1 College Credit Grade Point Average . . .	17.2
(B) CAR-2 CLAST Results	17.4
(C) CAR-3 CLAST/GPA Report - AA Degree-Seeking Students	17.6
(D) CAR-4 CLAST/GPA Report - AS Degree-Seeking Students	17.8
(E) CAR-5 AA Degree Transfer Students in State Universities	17.10
(F) CAR-6 AS Degree Students in State Universities	17.12
(G) CAR-7 Placement and Follow-up	17.14
(H) CAR-8 Needs Statement	17.16
(I) CAR-9 Salaries and Fringe Benefits	17.18
(J) CAR-10 Travel Expenditures	17.20
(K) CAR-11 Expenditures by Direct Support Organizations	17.21

SECTION 17

COLLEGE ANNUAL REPORT SYSTEM (CAR)

Purpose of the Report

The College Annual Report is authorized by s. 240.311 F.S. State Board of Community Colleges; powers and duties. In (b) of the referenced statute, it states, ". . . A component of this information system shall be an annual report from each community college to the State Board of Community Colleges on its progress toward meeting state and institutional quality goals. Such reports shall be based upon information from the prior academic year . . . The report shall be reproduced and made available at the least possible cost and may be issued in a series or as part of existing college publications."

Accordingly, the following eleven report forms and instructions represent basic information to meet the requirements of the referenced statute. Completed forms are to be returned as a set to:

Bureau of Information Systems
Division of Community Colleges
Department of Education
Knott Building
Tallahassee, Florida 32399

CAR-1

College Credit Grade Point Average

Definitions and Instructions

1. A College Credit Student is any student who has taken one or more college credit courses.
2. The student's GPA is inclusive of all course work taken for which a grade was given and is cumulative through the end of the winter term.
3. The number of students is the unduplicated headcount of students having a GPA within the range shown at the left.
4. The Total Number is the sum of the entries of each GPA range line. The percent column is the number on that line divided by the total number.
5. The Number Suspended for Academic Reasons is an unduplicated count of persons suspended from college credit courses during the year.
6. Suspension Policy is a statement in clear, concise language which describes the college academic suspension policy.

CAR-1

College Credit Grade Point Average

<u>College Credit Students</u>	<u>Number</u>	<u>Percent</u>
GPA (Cumulative)	_____	_____
3.5 - 4.0	_____	_____
3.0 - 3.4	_____	_____
2.5 - 2.9	_____	_____
2.0 - 2.4	_____	_____
1.5 - 1.9	_____	_____
Below 1.5	_____	_____
Total _____	_____	_____

Number suspended for
academic reasons during
the reporting year. _____

SUSPENSION POLICY:

CAR-2

CLAST Results

Definitions and Instructions

1. The AA Student section and the AS Student section are to be calculated separately as are each of the four test administrations.
2. Number Tested is the total number of AA or AS students (reported in separate sections) who sat for the test for the first time each test was administered. In the case that a student is both taking a subtest for the first time and is repeating some other subtest, that student is not to be included because the student had been included previously.
3. Passing Scores on current standards are Reading - 260, Writing - 265, Computation - 260, and Essay - 4.
4. Percent Passing is to be calculated for each subtest by first determining the number of persons passing each subtest and second dividing that number of students by the number tested (see 2. above).

CAR-2

CLAST Results

<u>AA Degree Students</u>	October, 1987 Testing	March, 1988 Testing	June, 1988 Testing
Number Tested	_____	_____	_____
Percent Making	Reading _____	Reading _____	Reading _____
Passing Score on	Writing _____	Writing _____	Writing _____
Current Standards	Computation _____	Computation _____	Computation _____
	Essay _____	Essay _____	Essay _____

AS Degree Students

Number Tested	_____	_____	_____
Percent Making	Reading _____	Reading _____	Reading _____
Passing Score on	Writing _____	Writing _____	Writing _____
Current Standards	Computation _____	Computation _____	Computation _____
	Essay _____	Essay _____	Essay _____

CLAST/GPA Report - AA Degree Seeking Students

Definitions and Instructions

1. Number Tested is the total number of AA degree seeking students who sat for the test for the first time each test was administered. In the case that a student is both taking a subtest for the first time and is repeating some other subtest, that student is not to be included because the student had previously been included.
2. The student's GPA is inclusive of all course work taken and is calculated using the standard four point grading system. The GPA is calculated as of the end of the term during which the student took the CLAST for the first time.
3. Percent passing no (zero) subtests is the number of students who failed to pass a single subtest. Percent passing one test is the number of students passing only one subtest (remember that we are not considering repeat tests) divided by the total number of test takers. Percent passing two tests is the percent of total persons passing only two and so forth.

CLAST/GPA Report - AA Degree Seeking Students

October, 1987

GPA*	Number Test Takers	Percent Passing No Subtest	Percent Passing One Test	Percent Passing Two Tests	Percent Passing Three Tests	Percent Passing Four Tests
3.5 - 4.0						
3.0 - 3.4						
2.5 - 2.9						
2.0 - 2.4						
Below 2.0						
Totals						

March, 1988

GPA*						
3.5 - 4.0						
3.0 - 3.4						
2.5 - 2.9						
2.0 - 2.4						
Below 2.0						
Totals						

June, 1988

GPA*						
3.5 - 4.0						
3.0 - 3.4						
2.5 - 2.9						
2.0 - 2.4						
Below 2.0						
Totals						

*Cumulative at the end of the term in which the test was given.

CLAST/GPA Report - AS Degree Seeking Students

Definitions and Instructions

1. Number Tested is the total number of AS students who sat for the test for the first time each test was administered. In the case that a student is both taking a subtest for the first time and is repeating some other subtest, that student is not to be included because the student had previously been included.
2. The student's GPA is inclusive of all course work taken and is calculated using the standard four-point grading system. The GPA is calculated as of the end of the term during which the student took the CLAST for the first time.
3. Percent passing no (zero) subtests is the number of students who failed to pass a single subtest. Percent passing one test is the number of students passing only one subtest (remember that we are not considering repeat tests) divided by the total number of test takers. Percent passing two tests is the percent of total persons passing only two and so forth.

CAR-4

CLAST/GPA Report - AS Degree Seeking Students

October, 1987

GPA*	Number Test Takers	Percent Passing No Subtest	Percent Passing One Test	Percent Passing Two Tests	Percent Passing Three Tests	Percent Passing Four Tests
3.5 - 4.0						
3.0 - 3.4						
2.5 - 2.9						
2.0 - 2.4						
Below 2.0						
Totals						

March, 1988

GPA*						
3.5 - 4.0						
3.0 - 3.4						
2.5 - 2.9						
2.0 - 2.4						
Below 2.0						
Totals						

June, 1988

GPA*						
3.5 - 4.0						
3.0 - 3.4						
2.5 - 2.9						
2.0 - 2.4						
Below 2.0						
Totals						

*Cumulative at the end of the term in which the test was given.

AA Degree Transfer Students Attending
Florida Public Universities in the Fall

Definitions and Instructions

1. Grade Point Average, even though displayed at a finer level than tables for Item 1, is inclusive of all course work taken for which a grade was given and is cumulative through the end of the Fall term of the academic year.
2. N is the number of students having completed an AA degree during the previous reporting year and entering one of the universities in the fall as a first-time freshman. SUS - N is the sum of the nine separate university N's. TOTAL is the sum of the N's in each university column.
3. A % is calculated under each university by GPA and for the state university system as a whole. The percent under each university is the N divided by the TOTAL as defined in instruction 2. The SUS - % is the SUS-N divided by SUS-TOTAL.

Note: A computer printout of cumulative grade points earned by community college AA degree students is provided to assist in completing this report.

CAR-5

AA Degree Transfer Students Attending Florida Public Universities in the Fall
Classified by Cumulative Grade Point Average Earned at the University

GPA	FAMU		FAU		FIU		FSU		UCF		UF		UNF		USF		UWF		SUS	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
0.001 - 0.49																				
0.50 - 0.99																				
1.00 - 1.49																				
1.50 - 1.99																				
2.00 - 2.49																				
2.50 - 2.99																				
3.00 - 3.49																				
3.50 - 4.00																				
TOTAL																				

17.11

AS Degree Transfer Students Attending Universities

Definitions and Instructions

1. Grade Point Average, even though displayed at a finer level than tables for Item 1, is inclusive of all course work taken for which a grade was given and is cumulative through the end of the winter term of the calendar year.
2. N is the number of students having completed an AA degree during the previous reporting year and entering one of the universities in the fall as a first time freshman. SUS-N is the sum of the nine separate university N's. TOTAL is the sum of the N's in each university column.
3. A % is calculated under each university by GPA and for the state university system as a whole. The percent under each university is the N divided by the TOTAL as defined in instruction 2. The SUS-% is the SUS-N divided by SUS-TOTAL.

Note: A computer printout of cumulative grade points earned by community college AS degree transfer students is provided to assist in completing this report.

CAR-6

AS Degree Transfer Students Attending Florida Public Universities in the Fall
Classified by Cumulative Grade Point Average Earned at the University

GPA	FAMU		FAU		FIU		FSU		UCF		UF		UNF		USF		UWF		SUS	
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
0.001 - 0.49																				
0.50 - 0.99																				
1.00 - 1.49																				
1.50 - 1.99																				
2.00 - 2.49																				
2.50 - 2.99																				
3.00 - 3.49																				
3.50 - 4.00																				
TOTAL																				

17.13

481

482

CAR-7

Placement and Follow-up

Definitions and Instructions

1. This is a list of ALL vocational programs for which an award was given and at least one student (former student) was placed. The report is to use the same student group as was used to calculate the July 1988 follow-up studies.
2. Number of Completers is the number of persons shown as completers on the AA-1 report submitted as of the previous report year. This is not the most recent AA-1 report, but the one previous.
3. The number of Students Placed is the most recent AA-2 category "Employed in Field." The Annual Report is not to be confused with Program Review or Placement Standards or other measures of success. The annual report is intended to show how many people having completed a program are working in that field.
4. Percent Placed is the number "placed" divided by the number of completers.

CAR-7

Placement and Follow-up

List below the college's occupational/vocational programs, indicating the number of program completers, the number placed and the percent of completers placed. Use placement data submitted July of the current year.

Program	Number of Completers	Number Placed	Percent Placed

Needs Statement

Definitions and Instructions

The form provided is both a list of possible areas of need and a general format. The format may be extended as necessary. However, the two-column style must be followed with the statement of need to the left and the reason to the right.

The need may be stated as a corrective measure to alleviate an existing problem or as a new goal for the college.

Needs Statements

Information on the needs of the community college and its students. Please address each need as indicated.

INSTRUCTIONAL NEEDS ASSESSMENT

College Credit ProgramsReason for NeedNon-College Credit ProgramsReason for NeedOther Instructional NeedsReason for Need

EQUIPMENT NEEDS ASSESSMENT

ItemReason for Need

SUPPORT SERVICES NEEDS ASSESSMENT

ServiceReason for Need

FACILITIES NEEDS ASSESSMENT

FacilityReason for Need

CAR-9

Salaries and Fringe Benefits

Definitions and Instructions

1. The Staff categories are generic and apply to all staff regardless of their being considered Instructional or Support Staff on the CA-2.
2. The Amount should be shown to the most reasonable amount.
3. Fringe Benefits are inclusive of all staff. Amounts should be shown to the most reasonable amount. The "Other Benefits" category should be inclusive of all tangible benefits not included in the categories above.

CAR-9

SALARIES AND FRINGE BENEFITS

STAFF CATEGORY	1987-88 SALARY EXPENDITURES
----------------	-----------------------------------

Executive, Administrative and Managerial	
Instructional	
Other Professional	
Technical, Clerical, and Trade	
Student Employees	
TOTAL	

FRINGE BENEFITS

CATEGORY	1987-88 EXPENDITURES FOR FRINGE BENEFITS
----------	---

Social Security Contributions	
Retirement Contributions	
Insurance Contributions	
Other Benefits	
TOTAL	
Total Salaries and Fringe Benefits	

CAR-10

Travel Expenditures

	Total Travel Expenditures
General Current Fund	\$ _____
Restricted Fund	\$ _____
Total Travel Expenditures	\$ _____

Definitions and Instructions

1. Report the total amount of travel expenditure reported on the Annual Financial Report (AFR) in:
 - a. General Current Fund
 - b. Restricted Current Fund
2. Total Travel Expenditures is the total of travel expenditures in the General Current Fund plus the Restricted Current Fund.

CAR-11

Expenditures by Direct Support Organizations

	<u>Amount Expended</u>
Scholarships and Other Direct Aid to Students	_____
Support of Instructional Programs of the College	_____
Support of Non-Instructional Programs and Activities of the College	_____
Operating Expenses of the Organization	_____
Total Expended	_____

Definitions and Instructions

This form shows the minimum level of detail required. Expenditures for activities within the four categories shown may be itemized but a total for each category must be shown. If more than one direct support organization has been certified by the district board of trustees, the expenditures may be reported separately or combined. Amounts should be shown in most reasonable amounts.

SECTION 18

IPEDS FINANCE FORM (F1)

The IPEDS Finance Form (F1) is used to collect revenue and expenditure data. The eleven parts of this report are:

- A - Current Funds Revenues by Source
- B - Current Funds Expenditures and Transfers
- C - Clarifying Questions Regarding Total E&G Expenditures and Revenues
- D - Utility Expenditures
- E - Scholarship and Fellowship Expenditures
- F - Expenditures for Acquisitions of Library Materials
- G - Indebtedness on Physical Plant
- H - Details of Endowment Assets
- I - Statement of Changes in Fund Balances
- J - Hospital Revenues
- K - Physical Plant Assets

Currently, most of this data is collected from the Annual Financial Report (AFR) with the rest being provided directly from the colleges.

A financial data base is being planned for the future. In the course of developing this data base, the data for the AFR and the IPEDS Finance form will be reviewed and a new way of collecting these data may be implemented.

Included in this section are the F1 forms with each item marked as to whether the data comes from the AFR, from the college, is a total or is not applicable to community colleges.* Also included in the section are the associated definitions and instructions.

- * Note:
- A - AFR
 - C - College
 - T - Total
 - NA - NA

FINANCE

F1
Page 1 of 5
Form Approved
OMB No. 1850-0582
Approval Expires 12/88

Identification No.

Name of Respondent:

Title:

Phone Number:

This Report Covers Finance Activity for the 12-month Fiscal Year 1987, Beginning 198
Month Year
(2 digits)

Part A - CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1987

Source of Funds	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
Tuition and Fees	01	\$ A	\$ A	\$ T
Government Appropriations*				
Federal *	02	NA	NA	NA
Through State Channels*	03	\$ NA		
State*	04	A	NA	T
Local*	05	NA	NA	NA
Government Grants and Contracts*				
Federal*	06	A	A	T
State*	07	A	A	T
Local*	08	A	A	T
Private Gifts, Grants, and Contracts*	09	A	A	T
Endowment Income*	10	A	A	T
Sales and Services of Educational Activities*	11	A	A	T
Auxiliary Enterprises *	12	A	NA	T
Hospitals**	13	NA	NA	NA
Other Sources*	14	A	A	T
Independent Operations*	15	C	C	T
TOTAL CURRENT FUNDS REVENUES (sum of lines 1, 2, 4-15)	16	\$ T	\$ T	\$ T

Excludes appropriations, gifts, grants, endowment, and sales and services for hospitals only (not Medical Schools). Report exclusions for hospitals on line 13.

** Amounts relating to the hospitals only. If an entry is made on this line, please complete Part J. Medical School revenues should be reported on lines 1 through 12 and 14-15 as appropriate.

Part B - CURRENT FUNDS EXPENDITURES AND TRANSFERS FOR FISCAL YEAR 1987

Function of Expenditures	Line No.	Amount (whole dollars)			Amount for Salaries and Wages Without Employee Fringe Benefits (included in Col. 3)	Employee Compensation
		Unrestricted	Restricted	Total		
		(1)	(2)	(3)	(4)	(5)
EDUCATIONAL AND GENERAL		\$	\$	\$	\$	
Instruction	01	A	A	T	C	
Research	02	A	A	T	C	
Public Service	03	A	A	T	C	
Academic Support	04	A	A	T	C	
Includes Library Expenditures of \$ A	05					
Student Services	06	A	A	T	C	
Institutional Support	07	A	A	T	C	
Operation and Maintenance of Plant	08	A	A	T	C	
Scholarships and Fellowships	09	A	A	T		
Mandatory Transfers	10	A	A	T		
Nonmandatory Transfers	11	A	A	T		
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES AND TRANSFERS (sum of lines 1-4, 6-11)	12	\$ T	\$ T	\$ T		
AUXILIARY ENTERPRISES	13	A	A	T		
Includes Mandatory Transfer of \$ A	14					
Includes Nonmandatory Transfer of \$ A	15					
HOSPITALS	16	NA	NA	NA		
Includes Mandatory Transfer of \$ NA	17					
Includes Nonmandatory Transfer of \$ NA	18					
INDEPENDENT OPERATIONS	19	C	C	T		
Includes Mandatory Transfer of \$ C	20					
Includes Nonmandatory Transfer of \$ C	21					
TOTAL CURRENT FUNDS EXPENDITURES AND TRANSFERS (sum of lines 12,13,16, &19)	22	\$ T	\$ T	\$ T		
Total Salaries and Wages for E & G (sum of column 4 lines 1-4 & 6-8)	23					\$ T
Total Employee Fringe Benefits Paid From Institutional Accounts	24					A
Total Employee Fringe Benefits not included on line 12 col 3	25					C
Paid from Noninstitutional Accounts included on line 12 col 3	26					C
TOTAL EMPLOYEE COMPENSATION (sum of lines 23-26)	27					\$ T

Part C - CLARIFYING QUESTIONS REGARDING TOTAL E & G EXPENDITURES AND REVENUES

1. Institutional Systems

This unit is part of an institutional system

- a. ☐ No
b. ☒ Yes

If yes, are any costs for the operation of central administration included in this report

- c. ☒ No
d. ☐ Yes Amount \$ NA

2. Tuition and Fees

- a. Tuition and fees (Copy Part A, line 1, column 3)
b. Tuition and fees collections (including remissions) used for purposes other than current operations (e.g. debt retirement, additions to plant) not reported in Part A, line 1
c. TOTAL TUITION AND FEES (a + b)

\$ A
\$ NA
\$ T

3. Intercollegiate Athletics

This institution has an intercollegiate athletic program

- a. ☐ No
b. ☐ Yes C

If yes, it is funded through one or more of the following institutional accounts:
(check all that apply and enter dollar amount)

- c. ☐ Amount reported as part of Auxiliary Enterprises (Part B, line 13) \$ C
d. ☐ Amount reported as part of Instruction (Part B, line 1) \$ C
e. ☐ Amount reported as part of Student Services (Part B, line 6) \$ C

It is funded through a separate corporation or foundation

- f. ☐ Amount from a separate corporation or foundation \$ C

4. Other Exclusions

Are some educational and general expenditures for professorships, research, or other functions paid directly by foundations or other organizations so they are not included in Part B.

- a. ☐ No
b. ☐ Yes Amount \$ C

5. Employee Fringe Benefits

Specify from which of the following are employee fringe benefits paid: (check one)

- a. ☐ All employee fringe benefits included on Part B, line 12, column 3 are charged against Institutional Support (Part B, line 7) and not to the functional categories to which they are attributable.
b. ☒ All employee fringe benefits included in Part B, line 12, column 3 are charged against attributable functional categories (i.e., Instruction, Research, Public Service, Academic Support, Student Services, Operation and Maintenance of Plant, Part B, lines 1-4, 6-8) as well as to Institutional Support (Part B, line 7)

6. Agricultural Experiment Stations and Extension Services (For Land Grant Institutions Only)

(check all that apply)

- a. ☐ Expenditures for agricultural experiment stations are included in Part B
b. ☐ Expenditures for agricultural extension services are included in Part B
c. ☒ Not Applicable

494

Part D - UTILITY EXPENDITURES FOR FISCAL YEAR 1987

Expenditure	Line No.	Amount (whole dollars)
Total Expenditures for Utilities (exclude hospitals)	01	\$ A

Part E - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions responding on Part B, line 9)

Source	Line No.	Amount (whole dollars)		
		Unrestricted (1)	Restricted (2)	Total (3)
Federal Government Pell Grants	01	\$ C	\$ C	\$ T
Other Federal	02	C	C	T
State Government	03	C	C	T
Local Government	04	C	C	T
Private	05	C	C	T
Institutional	06	C	C	T
Total Scholarship and Fellowship Expenditures (sum of lines 1-6; this total must equal corresponding totals on Part B, line 9, cols. 1-3)	07	\$ T	\$ T	\$ T

Part F - EXPENDITURES FOR ACQUISITIONS OF LIBRARY MATERIALS FOR FISCAL YEAR 1987

Expenditures	Line No.	Amount (whole dollars)
Expenditures for Library Acquisitions, Included on Part B, line 5	01	\$ A
Expenditures for Library Acquisitions, NOT Included on Part B, line 5	02	C
Total Expenditures for Library Acquisitions (sum of lines 1 and 2)	03	\$ T

Part G - INDEBTEDNESS ON PHYSICAL PLANT FOR FISCAL YEAR 1987

Balances and Transactions	Line No.	Amount (whole dollars)
Balance Owed on Principal at Beginning of Year	01	\$ A
Additional Principal Borrowed During Year	02	A
Payments Made on Principal During Year	03	A
Balance Owed on Principal at End of Year (line 1, plus line 2, minus line 3)	04	A
Interest Payments on Physical Plant Indebtedness	05	A

Part H - DETAILS OF ENDOWMENT ASSETS FOR FISCAL YEAR 1987

Balances and Yield	Line No.	Book Value	Market Value	Amount
		(1)	(2)	(3)
Value of Endowment Assets at the Beginning of the Fiscal Year	01	\$ C	\$ C	
Value of Endowment Assets at the End of the Fiscal Year	02	C	C	
Endowment Yield (dividends, interest, rents, royalties, etc.)	03			\$ C
Endowment Yield (line 3) Transferred to Endowment Fund	04			C
Transfer from the Endowment Fund to the Current Fund (Only for those institutions employing the Total Return Concept and Spending Rule)	05			C

Part I - STATEMENT OF CHANGES IN FUND BALANCES FOR FISCAL YEAR 1987

	Line No.	Current Funds ²		Loan Funds	Endowment and Similar Funds	Annuity and Life Income Funds	Plant Funds ³
		Unrestricted	Restricted				
		(1)	(2)				
Additions (Includes Revenues)	01	\$ A	\$ A	\$ A	\$ A	\$ NA	\$ A
Deductions (Includes Expenditures)	02	A	A	A	A	NA	A
Total Transfers Into/(Out of)	03	A	A	A	A	NA	A
Summary							
Net Increase/(Decrease) For Year	04	A	A	A	A	NA	A
Fund Balance at Beginning of Year	05	A	A	A	A	NA	A
Fund Balance at End of Year	06	A	A	A	A	NA	A

1 Total of row should sum to zero.

2 Include all current funds including those for auxiliary enterprises

3 Include the value of investment in physical plant

Part J - HOSPITAL REVENUES (To be completed by institutions responding on Part A, line 13)

Source	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
Government Appropriations	01	\$ NA	\$ NA	\$ NA
Federal				
State	02	NA	NA	NA
Local	3	NA	NA	NA
Sales and Services	4	NA	NA	NA
All Gifts, Grants, and Contracts	05	NA	NA	NA
Endowment Income	06	NA	NA	NA
Other Sources	07	NA	NA	NA
Total (sum of lines 1-7; this total must equal corresponding totals on Part A, line 13, columns 1 - 3)	08	\$ NA	\$ NA	\$ NA

Part K - PHYSICAL PLANT ASSETS FOR FISCAL YEAR 1987

Type of Asset	Line No.	Book Value At Beginning of Year	Additions During Year	Deductions During Year	Book Value At End of Year	Current Replacement Value (est.)
		(1)	(2)	(3)	(4)	(5)
Land	01	\$ A	\$ A	\$ A	\$ A	
Buildings	02	A	A	A	A	\$ C
Equipment	03	A	A	A	A	C

496

GENERAL INSTRUCTIONS

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report. The categories of current funds revenues (Part A), current funds expenditures (Part B), and the statement of changes in fund balances (Part I) are consistent with the College and University Business Administration (published in 1982 by the National Association of College and University Business Officers), the Higher Education Finance Manual and the HEGIS Financial Reporting Guide (published in 1975 and 1980, respectively, by the National Center for Education Statistics), and with the Audits of Colleges and Universities (as amended August 31, 1974) by the American Institute of Certified Public Accountants.

Numbers in parentheses at the end of paragraphs refer to respective pages in College and University Business Administration.

All data should be reported in whole dollars only; omit cents. For any item on the report where exact data do not exist, please give estimates. Items are cited by column and line numbers.

I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code, and phone number of the person responsible for completing the report.

II. PERIOD OF REPORT

Report finances for the most recent fiscal year that ended prior to October 1, 1987; indicate the starting month (using 2 digits) and year of the fiscal year followed by your institution.

III. INSTRUCTIONS FOR PART A - CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1987

Unrestricted Current Funds. All funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended. (394-395)

Restricted Current Funds. Those funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. Report only restricted resources that were expended for current operating purposes. (394-395)

Current Funds Revenues. Include (1) all unrestricted gifts, grants, and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended for current operating purposes. Current funds revenues do not include restricted current funds received but not expended because these revenues have not been earned. (396)

COLUMN (1). Unrestricted Revenues. Report all unrestricted revenues earned during the current fiscal year from each of the listed sources. (396)

COLUMN (2). Restricted Revenues. Report all restricted revenues that were expended for current operating purposes from each of the listed sources. (396)

COLUMN (3). Total Revenues. Report the sum of the unrestricted and restricted revenues (columns 1 and 2).

Source of Funds.

LINE 1. Tuition and Fees. Report all tuition and fees (including student activity fees) assessed against students for education purposes. Include tuition and fee remissions or exemptions even though there is no intention of collecting from the student. Include here those tuitions and fees that are remitted to the State as an offset to the State appropriation. (Charges for room, board, and other services rendered by auxiliary enterprises are not reported here, see line 12.) (397-398)

LINES 2 - 5 Government Appropriations. Include all amounts received by the institution through acts of a legislative body, except grants and contracts. These funds are for meeting current operating expenses, NOT for specific projects or programs. Examples are Federal land grant appropriations and Federal revenue sharing funds (line 2). Federal appropriations received through State channels is a subset of line 2 and should be included in the line 2 total for Federal appropriations, as well as reported separately on line 3. On lines 4 and 5 report State and local appropriations, respectively. (398-399)

LINES 6 - 8. Government Grants and Contracts. Report revenues from governmental agencies which are for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Related indirect costs recovered should be reported as unrestricted revenues (column 1). Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted current funds revenues (column 2). Include Pell Grants (formerly BEOGs) on line 6, column 2. Federal grants and contracts received through State channels should be reported on line 7, and local appropriations should be reported on line 8. (399)

LINE 9. Private Gifts, Grants, and Contracts. Report revenues from private donors for which no legal consideration is involved and private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Include only those gifts, grants, and contracts that are directly related to instruction, research, public service, or other institutional purposes. Monies received as a result of gifts, grants, or contracts from a foreign government should be reported here. Include the estimated dollar amount of contributed services on this line. (399)

LINE 10. Endowment Income. Report: (1) the unrestricted income of endowment and similar funds; (2) restricted income of endowment and similar funds to the extent expended for current operating purposes; and (3) income from funds held in trust by others under irrevocable trusts. Do not include capital gains or losses. If any such gains are spent for current operations, these should be treated as transfers, not revenues. Exclude endowment income for hospitals. Institutions that have adopted a spending formula by which they expend not only the yield, but also a prudent portion of the appreciation of the principal, should report the amount calculated by the "total return" concept. The amount so calculated should be adjusted for protection of the endowment principal from its loss of purchasing power if that provision is part of the spending formula. (399-400, 421-422)

LINE 11. Sales and Services of Educational Activities. Report revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, scientific and literary publications, testing services, university presses, and dairy products. (400)

LINE 12. Auxiliary Enterprises. Report here all revenues generated by or collected from the auxiliary enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost to the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and barber shops. (401)

LINE 13. Hospitals. Include the revenues of a hospital operated by the institution. Include here gifts, grants, appropriations, research revenues, and endowment income. Include revenues of health clinics that are part of the hospital unless such clinics are part of the student health services program. Include only revenues for hospitals (not medical schools) in the categories listed. Include all amounts appropriated by governments (Federal, State, local) for the operation of hospitals. (Sales and services revenues should be net of discounts and allowances.) (Additional information on hospital revenues included here should also be reported in Part J.) (401)

LINE 14. Other Sources. Include all revenues or items not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity or life income agreements, if not material. Include revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time). (401)

LINE 15. Independent Operations. Include all revenues associated with operations independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. This category generally includes only those revenues associated with major Federally Funded Research and Development Centers. Do not include the net profit (or loss) from operations owned and managed as investments of the institution's endowment funds. (402)

LINE 16. Total Current Funds Revenues. Report here the sum of lines 1, 2, and 4 through 15, inclusive.

IV. INSTRUCTIONS FOR PART B - CURRENT FUNDS EXPENDITURES AND TRANSFERS FOR FISCAL YEAR 1987

Current Funds Expenditures and Transfers. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes. (402-404)

Employee Fringe Benefits. Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.

Column 1. Unrestricted Expenditures. Report unrestricted current funds expenditures in column 1. These are the expenditures of unrestricted current funds revenues.

Column 2. Restricted Expenditures. Report restricted current funds expenditures in column 2. These are the expenditures of restricted current funds revenues.

Column 3. Total. Report the total current funds expenditures. This is the sum of columns 1 and 2.

Column 4. Salaries and Wages Without Employee Fringe Benefits. Report the amount of total expenditures for salaries and wages. Include the salaries and wages of all personnel, full and part-time, paid through each functional account. Do not include any expenditures for College Work-Study or for employee fringe benefits as part of salary expenditures. Report College Work-Study expenses where the student served (e.g., dining hall, line 13; columns 1-3 for a professor, line 1). Expenditures for employee fringe benefits are to be reported on lines 24-26, column 5.

Column 5. Employee Compensation. Report on lines 23-27 the amount of employee compensation for each of the categories. Exclude the employees' contributions.

FUNCTIONS OF EXPENDITURES.

LINE 1. Instruction. Expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service that are not separately budgeted should be included in this classification. Include expenditures for both credit and non-credit activities. Exclude expenditures for academic administration where the primary function is administration (e.g., academic deans). (Such expenditures should be reported on line 4.) The instruction category includes: general academic instruction; occupational and vocational instruction; special session instruction; community education; preparatory and adult basic education; and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. (404-406)

LINE 2. Research. This category includes all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Do not report non-research sponsored programs (e.g., training programs). (406-407)

LINE 3. Public Service. Report all funds budgeted specifically for public service and expended for activities established primarily to provide non-instructional services beneficial to groups external to the institution. Examples are seminars and projects provided to particular sectors of the community. Include expenditures for community services and cooperative extension services. (407-408)

LINES 4 and 5. Academic Support. This category includes expenditures for the support services that are an integral part of the institution's primary mission of instruction, research, or public service. Include expenditures for libraries (requested separately on line 5), museums, galleries, audio/visual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development. Include expenditures for veterinary and dental clinics if their primary purpose is to support the institutional program. (Include line 5 expenditures in the line 4 total for academic support.) Note: Line 4 is NOT the sum of lines 1-3. (408-409)

LINE 6. Student Services. Report funds expended for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise). Include the administrative allowance for Pell Grants. (409-410)

LINE 7. Institutional Support. Report expenditures for the day-to-day operational support of the institution, excluding expenditures for physical plant operations. Include expenditures for general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development. (410-411)

LINE 8. Operation and Maintenance of Plant. Report all expenditures for operations established to provide service and maintenance related to grounds and facilities used for educational and general purposes. Also include expenditures for utilities, fire protection, property insurance, and similar items. Do not include expenditures made from the institutional plant funds account. (411-412)

LINE 9. Scholarships and Fellowships. Report all expenditures given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or non-credit. Aid to students in the form of tuition or fee remissions should be included. (Exclude those remissions that are granted because of faculty or staff status. Charge these to staff benefits.) Do not report College Work-Study Program expenses here; report these expenses where the student served (e.g., dining hall, line 13; for a professor, line 1). Include Pell Grants (formerly BEOG's) in column 2. (Additional information on scholarships and fellowships included here should also be reported in Part E.) (412-413)

LINE 10. Mandatory Transfers. Mandatory Transfers from current funds are those that must be made in order to fulfill a binding legal obligation of the institution. Report mandatory debt-service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest; and (2) required provisions for renewal and replacements to the extent not financed from other sources. Include also the institutional matching portion for National Defense Student Loans (NDSL) when the source of funds is current revenue. Do not report transfers into the current fund (i.e., negative numbers.) (413)

LINE 11. Nonmandatory Transfers. Include those transfers from current funds to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, quasi-endowment funds, general or specific plant additions, voluntary renewals and replacement of plant, and prepayments on debt principal. (413)

LINE 12. Total Educational and General Expenditures and Transfers Enter here the sum of lines 1-4 and 6-11. Additional information on employee fringe benefits included here should also be reported on line 24 and/or line 26 and in Part C, Question 5.

LINE 13. Auxiliary Enterprises. This category includes those essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and barber shops. (Include the mandatory and nonmandatory transfers amounts on lines 14-15 in the line 13 amount.) (413-414)

LINE 14. Mandatory Transfers for Auxiliary Enterprises Report the amount transferred from current funds for mandatory debt service provisions relating to auxiliary enterprises. Examples include maintenance reserves. (414)

LINE 15. Nonmandatory Transfers for Auxiliary Enterprises Report the amount transferred from current funds for nonmandatory debt service provisions relating to auxiliary enterprises. (414)

LINE 16. Hospitals. Report all expenditures, except depreciation, associated with the operation of a hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations. (Include the mandatory and nonmandatory transfers amounts on lines 17 and 18 in the line 16 amount.) (414-415)

LINE 17. Mandatory Transfers for Hospitals Report the amount transferred from current funds for mandatory debt service provisions relating to hospitals. (415)

LINE 18. Nonmandatory Transfers for Hospitals Report the amount transferred from current funds for nonmandatory debt service provisions relating to hospitals. (415)

LINE 19. Independent Operations. Include all funds expended for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service), although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenditures of major Federally Funded Research and Development Centers. Do not include the expenditures of operations owned and managed as investments of the institution's endowment funds. (Include the mandatory and nonmandatory transfers amounts on lines 20 and 21 in the line 19 amount.) (415-417)

LINE 20. Mandatory Transfers for Independent Operations Report the amount transferred from current funds for mandatory debt service provisions relating to independent operations (416)

LINE 21. Nonmandatory Transfers for Independent Operations Report the amount transferred from current funds for nonmandatory debt service provisions relating to independent operations. (416)

LINE 22 Total Current Funds Expenditures and Transfers. Report the sum of lines 12, 13, 16, and 19

LINE 23 Total Salaries and Wages For E & G. Report total current funds expenditures for salaries and wages. This is the sum of column 4, lines 1-4 and 6-8.

LINE 24 Total Employee Fringe Benefits Paid From Institutional Accounts. Report the portion of benefits paid from institutional accounts on line 24. If no employee benefits are paid through institutional accounts, report a zero here. Additional information on employee fringe benefits included here should also be reported in Part C, Question 5.

LINE 25 Total Employee Fringe Benefits Paid From Noninstitutional Accounts (NOT Included on Line 12, Column 3). Report on line 25 the portion of benefits paid from noninstitutional accounts that are not included in line 12, column 3.

LINE 26 Total Employee Fringe Benefits Paid From Noninstitutional Accounts (Included on Line 12, Column 3). Report on line 26 the portion of benefits paid from noninstitutional accounts that is included in line 12, column 3. Additional information on employee fringe benefits included here should also be reported in Part C, Question 5.

LINE 27 Total Employee Compensation. Report total current funds expenditures for compensation. This is the sum of total salaries and wages (line 23) and total employee fringe benefits (lines 24-26). Additional information on employee fringe benefits included here should also be reported in Part C, Question 5.

V. INSTRUCTIONS FOR PART C - CLARIFYING QUESTIONS REGARDING TOTAL E & G EXPENDITURES AND REVENUES

Clarifying questions in Part C request information on expenditures from accounts not always controlled by the reporting institution. These clarifying questions are primarily intended to identify categories where expenditures may be made for the institution over which the institution has no control and which may not be included in the E & G expenditures report.

An institutional account is one in which the institution maintains fiscal control of revenues or expenditures and has full knowledge of the amounts flowing through the account.

1. Institutional Systems. Indicate if the institution is part of a system and, if it is, whether any costs for the operation of the central administration are included in this report.

2. Tuition and Fees. Indicate if any amount of tuition and fees is dedicated to a purpose other than operations (e.g., debt retirement, additions to plant); if so, specify the amount.

3. Intercollegiate Athletics. Indicate how intercollegiate athletics are funded, and if included in the expenditures report, under which function they are included.

4. Other Exclusions. Report if there are other exclusions in the expenditures report, and if so, the amount.

5. Employee Fringe Benefits. These questions refer to the total employee fringe benefits reported on Part B, line 24 or line 26. Indicate where employee fringe benefits included in Part B, line 12, column 3 are charged.

6. Agricultural Experiment Stations and Extension Services. If there is an agricultural experiment station(s) or agricultural extension service(s), please indicate if such expenditures are included in Part B.

VI. INSTRUCTIONS FOR PART D - UTILITY EXPENDITURES FOR FISCAL YEAR 1987

LINE 1. Total Expenditures for Utilities. Report all expenditures for utilities in the operation and maintenance of plant, auxiliary enterprises, and independent operations. Exclude expenditures for hospitals. (412)

Utilities include expenditures for electricity, gas, fuel oil, coal, water, sewage, etc., used to provide heat, air conditioning, water, and sewage to institutional facilities. Expenditures for telephones and telephone services should not be included. If power is generated by the institution's own power plant, include the operating costs here.

VII. INSTRUCTIONS FOR PART E.- SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions responding on Part B, line 9)

Report all expenditures for scholarships and fellowships from governmental, private, and institutional sources. These include Pell Grants (formerly BEOG's) and Supplemental Educational Opportunity Grants (SEOG's). State Student Incentive Grants (SSIG's) would normally appear as a State source. Report portable student aid from another State as a State source. Exclude College Work-Study Program expenditures.

Scholarships are defined as grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Fellowships are defined as grants-in-aid and trainee stipends to graduate students. They do not include funds for which services to the institution must be rendered, such as payments for teaching, or student loans.

COLUMN 1. Unrestricted. Report unrestricted current funds expenditures for scholarships and fellowships in column 1.

COLUMN 2. Restricted. Report restricted current funds expenditures that were received for the express purpose of providing scholarships and fellowships in column 2. Report restricted funds only to the extent that such funds were expended.

COLUMN 3. Total. Report total current funds expenditures by source for scholarships and fellowships in column 3. This is the sum of columns 1 and 2.

LINE 1. Federal Government/Pell Grants. Report the amount of Pell Grants (formerly BEOG's) disbursed by your institution.

LINE 2. Federal Government/Other Federal. Report expenditures for scholarships and fellowships, excluding Pell Grants, that were received from Federal government agencies. Include Supplemental Educational Opportunity Grants (SEOG's). Exclude College Work-Study funds. State Student Incentive Grants (SSIG's) would normally appear as a State source.

LINE 3. State Government. Report expenditures for scholarships and fellowships that were provided by your State. State Student Incentive Grants (SSIG's) would normally appear as a State Source. Report portable student aid from another State as a State source.

LINE 4. Local Government. Report expenditures for scholarships and fellowships that were provided by local governments.

LINE 5. Private. Report expenditures for scholarships and fellowships received from private sources (e.g., businesses, foundations, individuals, foreign governments).

LINE 6. Institutional. Report expenditures for scholarships and fellowships from revenues that were generated by your institution. Examples include tuition and fees revenues, endowment income, sales and services of educational activities, and other sources. Exclude funds received from governmental and private sources (lines 1-5, above).

LINE 7. Total Scholarship and Fellowship Expenditures. Report the total expenditures for scholarships and fellowships. This is the sum of lines 1-6. The totals on this line must equal the corresponding totals on Part B, line 9, columns 1-3.

VIII. INSTRUCTIONS FOR PART F - EXPENDITURES FOR ACQUISITIONS OF LIBRARY MATERIALS FOR FISCAL YEAR 1987

LINE 1. Expenditures for Library Acquisitions Included on Part B, Line 5. Report expenditures for acquisitions of library materials that are included on Part B, line 5 (current funds expenditures). Library acquisitions include all print material, microfilm, microfiche, audio-visual materials such as records and films, and computer software. Do not include expenditures for hardware of any kind. For example, do not include expenditures for computer terminals, microfiche readers, record players, or projectors.

LINE 2. Expenditures for Library Acquisitions NOT Included on Part B, Line 5. Report all other expenditures (capital funds) for acquisitions of library materials (excluding land and buildings) NOT reported on Part B, line 5.

LINE 3. Total Expenditures for Library Acquisitions. Report the total expenditures for acquisitions of library materials, both current funds and capital funds (excluding land and buildings). This is the sum of lines 1 and 2.

IX. INSTRUCTIONS FOR PART G - INDEBTEDNESS ON PHYSICAL PLANT FOR FISCAL YEAR 1987

In Part G, report data on indebtedness liability against the physical plant. Include auxiliary enterprises facilities as well as educational and general facilities. Examples of auxiliary enterprises facilities are those used for the operation of housing, food service, bookstore, and other units which are classified as auxiliary enterprises. Enter zeroes if the institution has no indebtedness.

LINE 1. Balance Owed on Principal at Beginning of Year. Balance owed on indebtedness principal at the beginning of the year is that amount shown in the liability section of the plant fund balance sheet.

LINE 2. Additional Principal Borrowed During Year. Additional principal borrowed during the year is loans negotiated through bonds, mortgages, notes, or any other type of financing (including short-term notes) and amounts borrowed from other institutional funds for physical plant.

LINE 3. Payments Made On Principal During Year. Payments on plant loans principal during the year is the amount used to reduce the principal of loans, regardless of the source of funds.

LINE 4. Balance Owed on Principal at End of Year. Balance owed on indebtedness principal at the end of the year is that amount shown in the liability section of the plant fund balance sheet. It is the sum of line 1 plus 2, less line 3.

LINE 5. Interest Payments on Physical Plant Indebtedness. Interest payments on physical plant indebtedness. Report the total interest charges paid during the fiscal year on physical plant indebtedness. Exclude principal repayments (see line 3).

X. INSTRUCTIONS FOR PART H - DETAILS OF ENDOWMENT ASSETS FOR FISCAL YEAR 1987

In Part H, report the amounts of gross investments of endowment, term endowment, and quasi-endowment (funds functioning as endowment). DO NOT reduce investments by liabilities for Part H. (Part I, column 4 requests endowment funds net of liabilities and, therefore, may be different from the totals reported for Part H.) (420-423)

LINE 1. Value of Endowment Assets at the Beginning of the Fiscal Year. Report the book value of endowment assets in column 1 and the market value in column 2. (If the market value on some investments is not available, use whatever value was assigned by the institution in reporting market values in the annual financial report.)

LINE 2. Value of Endowment Assets at the End of the Fiscal Year. The book value of endowment assets at the end of the fiscal year is that figure shown on the accounting records of the institution. Report this value in column 1 and the market value of endowment at the end of the year in column 2.

LINE 3. Endowment Yield (dividends, interest, rents, royalties, etc.). Yield includes all earnings (not realized gains) on investments of endowments, regardless of distribution made of the earnings to various institutional funds. Interest, dividends, and amortization of purchased discounts and premiums should be included. This figure should be identical to the endowment yield figure reported in the audited general purpose financial statements.

LINE 4. Endowment Yield Transferred to Endowment Fund. Report here endowment yield not retained in current funds but transferred to the endowment fund. Excess yield is the endowment income earned over and above the amount authorized to be spent under a "spending rule."

LINE 5. Transfer from the Endowment Fund to the Current Fund (only for those institutions employing the Total Return Concept and Spending Rule). Report amount transferred from endowment funds to current funds.

XI. INSTRUCTIONS FOR PART I - STATEMENT OF CHANGES IN FUND BALANCES FOR FISCAL YEAR 1987

The "Statement of Changes in Fund Balances" describes the total institutional flow of funds into, out of, and among all the various fund groups. Also included is a summary of the net effect of these flows (including beginning and ending balances) for each fund group. (See figure 4 in the Higher Education Finance Manual.) These figures should be obtained directly from the audited general purpose financial statements, specifically from the "Statement of Changes in Fund Balance."

COLUMN (1). Unrestricted Current Funds. Report those funds that the institution's management may use for any purpose it deems necessary. Include unrestricted funds that are designated by the institution's governing board for a specific use. Include auxiliaries. (394-395)

COLUMN (2). Restricted Current Funds. Report those funds that are given to the institution for a very specific aspect of the institution's current operations. Include auxiliaries. (394-395)

COLUMN (3). Loans Funds. Report those funds that have been loaned, or are available for loans to students, faculty, and staff. Do not include loans made to the institution. (418-420)

COLUMN (4). Endowment and Similar Funds. This fund group includes funds whose principal is nonexpendable and that are intended to be invested to provide earnings for institutional use. Include term endowment and quasi-endowment funds. (420-423)

COLUMN (5). Annuity and Life Income Funds. This category includes all funds carrying a stipulation that the institution make payments to one or more specified beneficiaries. (423-427)

COLUMN (6). Plant Funds. Report all unexpended plant funds, funds for renewal and replacement, funds for debt service charges and for the retirement of indebtedness, and the amount of institutional funds invested in physical plant facilities (other than those of endowment and similar funds). Report the plant fund balance, that is, the value of physical plant less related outstanding debt. Include the value of investment in physical plant. (428-432)

LINE 1. Additions. Report all funds, including revenues but excluding transfers, added to any fund groups during the fiscal year.

LINE 2. Deductions. Report all funds, including expenditures but excluding transfers, flowing out of any of the fund groups during the fiscal year.

LINE 3. Total Transfers Into/(Out of). Report mandatory and nonmandatory transfers flowing into or out of any of the fund groups during the fiscal year. Transfers are self-balancing across the columns. That is, every transfer results in an equal addition (shown as a positive figure in the receiving fund group column) and deduction (shown as a negative figure in parentheses in the donor fund group column); therefore, the net result always will be zero

LINE 4. Net Increase (Decrease) for Year. Report the net change in fund balances from the beginning to the end of the fiscal year. It is the difference between lines 6 and 5. A net increase is reported as a positive figure, and a net decrease is reported as a negative figure (in parentheses).

LINE 5. Fund Balance at Beginning of Year. Report the total of the fund balance before any of the additions, deductions, and transfers described in the statement for that fund group.

LINE 6. Fund Balance at End of Year. Report the total of the fund balance after all of the additions, deductions, and transfers described in the statement for that fund group.

XII. PART J - HOSPITAL REVENUES (To be completed by institutions responding on Part A, line 13)

This section requests detail on hospital revenues reported in Part A, line 13. If the institution has fiscal control over a major public service hospital, (not medical school), the revenues for, or generated by, such a hospital should be reported here.

COLUMN (1) Unrestricted. Report current funds earned during the reporting period that were available for meeting the expenses of a hospital. Include current funds that were designated (by the president, board of trustees, et al.) for hospitals.

COLUMN (2) Restricted. Report current funds restricted (by the donor) for use in meeting current operating expenses. Report restricted revenues to the extent that such funds were expended.

COLUMN (3) Total. Report the sum of columns 1 and 2.

LINE 1. Federal Appropriations. Report the amount appropriated by the Federal government for the operation of a hospital.

LINE 2. State Appropriations. Report the amount appropriated by the State government for the operation of a hospital.

LINE 3. Local Appropriations. Report the amount appropriated by the local government for the operation of a hospital.

LINE 4. Sales and Services. Report revenues (net of discounts, allowances, and provisions for doubtful accounts) generated by hospitals from daily patient, special, and other services. Revenues of health clinics that are part of a hospital should be included in this category, unless such clinics are part of the student health services program.

LINE 5. All Gifts, Grants, and Contracts. Report the sum of gifts, grants, and contracts provided by governmental agencies, private sources (businesses, foundations, individuals), and foreign governments that were for the operation of a hospital. Include the estimated dollar amount of contributed services on this line.

LINE 6. Endowment Income. Report that portion of endowment income (included in Part A, line 13) that is for the operation of a hospital.

LINE 7. Other Sources. Report all revenues or items not covered elsewhere.

LINE 8. Total. Report the total hospital revenues. This is the sum of lines 1-7. The totals on this line must equal the corresponding totals on Part A, line 13, columns 1-3.

XIII. INSTRUCTIONS FOR PART K - PHYSICAL PLANT ASSETS FOR FISCAL YEAR 1987

Report the values of land, buildings, and equipment owned, rented, or used by the institution. Do not include those plant values which are a part of endowment or other capital fund investments in real estate. Data for the institution that are not kept on the books of account of the institution, but are kept in the records of another organization or agency for the institution, should be included (e.g., State schools should report physical plant assets even though the records are maintained by a State agency). Exclude construction in progress. report completed buildings as additions when accepted.

COLUMN 1. Book Value at Beginning of Year. Book value of the plant at the beginning of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records.

COLUMN 2. Additions During Year. Additions during the year are additions to the plant made through purchases, by gifts-in-kind from donors, and from other additions. Exclude construction in progress.

COLUMN 3. Deductions During Year. Deductions from the plant are deductions resulting from selling, razing, fire and other hazards, or other disposition of assets.

COLUMN 4. Book Value at End of Year. Book value of the plant at the end of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Column 4 is the sum of columns 1 and 2, less column 3.

COLUMN 5. Current Replacement Value (est). Report or estimate the current costs to replace all buildings owned, rented, or used by the institution. Report recent appraisal value or what is currently carried as insurance replacement value. Do not include the replacement value of those buildings which are a part of endowment or other capital fund investments in real estate. This figure is not a book value figure.

DEFINITIONS - FINANCE (F1)

The following definitions are arranged in alphabetical order:

Current Funds Expenditures and Transfers. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition costs of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes. (402-404)

Current Funds Revenues. This includes (1) all unrestricted gifts, grants, and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended for current operating purposes. Current fund revenues do not include restricted current funds received but not expended because these revenues have not been earned. (396)

Employee Fringe Benefits. Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.

Restricted Current Funds. Those funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. (394-395)

Unrestricted Current Funds. All funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended. (394-395)

508

APPENDIX A
CHART OF REPORTS

DIVISION OF COMMUNITY COLLEGES

7-18-88

CHART OF REPORTS

<u>DUE DATE</u>	<u>REPORT</u>	<u>REPORT TITLE</u>	<u>LEGAL REFERENCE</u>
<u>July</u>			
1	FG-1	Foreign Gifts Report	240.138, FS
10	CO-11 (OEF 442)	Public Education Capital Outlay (PECO): Agency Cash Request and Expenditure (By 10th of each month)	6A-2.0202, FAC
15	AA-1 Series Reports	Annual Enrollment Headcount	240.355, FS
15	OA-2	Acceleration Report	6A-14.031, FAC 240.115, FS
20	CO-2 (OEF 352) ²	Twelve Month PECO Capital Outlay Encumbrance Projection and Request for Encumbrance Authorization (By 20th of each month)	6A-2.0202(3)FAC
31	IU-1,2,3,4	Facilities Inventory Updates	235.41(1), FS 235.345(4), FS
<u>August</u>			
7	OB ¹	Operating Budget	6A-14.070, FAC
<u>September</u>			
1	AFR	Annual Financial Report	6A-14.071, FAC
1	EE-1R	Report of Progress Toward Educational Excellence	6A-10.0243, FAC
1	EE-1P	Plan for Movement Toward Educational Excellence	6A-10.0243, FAC
1	EL-1	Entry Level Testing	6A-10.0315, FAC
1	IPEDS L-Part D	Libraries	20 USC 1221(e-1)
15	CIP	Capital Improvement Program	216.0158, FS
20	IPEDS IC2	Institutional Characteristics of Colleges and Universities	20 USC 1221(e-1)

A.1

DIVISION OF COMMUNITY COLLEGES

7-18-88

CHART OF REPORTS

<u>DUE DATE</u>	<u>REPORT</u>	<u>REPORT TITLE</u>	<u>LEGAL REFERENCE</u>
<u>October</u>			
1	FA-2	FTE Enrollment Report	240.359, FS
1	FW-1	Student Fee Report	240.325, FS
1	SDB-I	Fall Student Data Base Report	20 USC 1221(e-1)
1	SDB-II-S ³	Student Data Base - Phase II Summer End of Term	20 USC 1221(e-1)
15	APR	Annual Personnel Report	PL 88-352 Title VII Sec. 709(c)
15	APR-2	Salaries of Selected Positions	20 USC 1221(e-1)
15	APR-3	Salary Schedule for Instructional Personnel	240.311, FS
15	APR-5	Annual Salary Rate Report	240.347(2), FS
15	FA-397	Financial Status Report	20 USC 1221(e-1)
15	IPEDS L-All (except part D)	Libraries	20 USC 1221(e-1)
15	SDB-II-FP ³	Student Data Base - Phase II Fall Preliminary	20 USC 1221(e-1)
20	QFR-1	Quarterly Financial Reports	6A-14.071, FAC
30	CO-10 (OEF 317)	Fund Balances, Encumbrances, and Disbursements for the Commissioner's Legislative Capital Outlay Budget Request	6A-2.0202(3), FAC
<u>November</u>			
1	CA-1	Identification of Operating Expenditures by Fund	240.359, FS 6A-14.721, FAC
1	CA-2	Direct Cost of Primary and Support and Personnel Resources	240.359, FS 6A-14.721, FAC

DIVISION OF COMMUNITY COLLEGES

7-18-88

CHART OF REPORTS

<u>DUE DATE</u>	<u>REPORT</u>	<u>REPORT TITLE</u>	<u>LEGAL REFERENCE</u>
<u>November</u> (continued)			
1	CARS Series	College Annual Report System	240.311(H), FS
1	IPEDS F1	Finance	20 USC 1221(e-1)
15	FETPIP	Florida Education & Training Placement Information Program	
15	SFAR	Student Financial Aid Report	240.35(6), FS
30	FB-1	College Prep Referral Report	240.117, FS 6A-10.038, FAC
<u>December</u>			
No scheduled reports due this month.			
<u>January</u>			
1	APR-4	Salary Increases	1988 Proviso Language
15	HR-1 (On Hold)	Health Related Application/ Acceptance	PL 88-352 Title VII Sec. 709(c)
20	QFR-2	Quarterly Financial Reports	6A-14.071, FAC
30	FB-2	Feedback System Input (Follow-Up)	240.355, FS
<u>February</u>			
1	SDB-II-F ³	Student Data Base - Phase II Fall End of Term	20 USC 1221(e-1)
15	FA-3	FTE Enrollment Report	240.359, FS
15	SDB-II-WP ⁴	Student Data Base - Phase II Winter/Spring Preliminary	20 USC 1221(e-1)
20	BCN	Course Numbering Request	Sec.489.109(4)b, FS
20	SD-1	Salary Discrimination Report	240.335, FS

DIVISION OF COMMUNITY COLLEGES

7-18-88

CHART OF REPORTS

<u>DUE DATE</u>	<u>REPORT</u>	<u>REPORT TITLE</u>	<u>LEGAL REFERENCE</u>
<u>March</u>			
No scheduled reports due this month.			
<u>April</u>			
20	QFR-3	Quarterly Financial Reports	6A-14.071, FAC
<u>May</u>			
1	PRA-2N	Report of AA Level II Plans (AA Programs)	6A-10.039, FAC 240.311(4), FS
1	PRA-2R	Report of AA Level II Activities (AA Programs)	6A-10.039, FAC 240.311(4), FS
31	PRV-2N	Notice of Program Review Level II (Vocational)	6A-10.039, FAC 240.311(4), FS
<u>June</u>			
7	PRV-2R	Report of Program Review Level II (Vocational)	6A-10.039, FAC 240.311(4), FS
15	AA-2	Placement and Follow-Up (Completer/Leaver Follow-Up)	240.355, FS
15	AA-4	Employer Rating Summary	240.355, FS
15	SDB-II-W ⁴	Student Data Base - Phase II Winter/Spring End of Term	20 USC 1221(e-1)
30	CO-9 (OEF 207)	Comprehensive Safety Inspection	6A-2.076, FAC
30	FA-4	FTE Enrollment Report	240.359, FS
As Req.	CO-4 (OEF 217)	Request to State Board of Education for Approval of Order of Priorities for Expenditures of State Capital Outlay Funds	6A-2.0207, FAC
As Req.	CO-5 (OEF 218)	Educational Plant Site Inspection	6A-2.039, FAC

DIVISION OF COMMUNITY COLLEGES

7-18-88

CHART OF REPORTS

<u>DUE</u> <u>DATE</u>	<u>REPORT</u>	<u>REPORT TITLE</u>	<u>LEGAL</u> <u>REFERENCE</u>
<u>June</u> (continued)			
As Req.	CO-6 (OEF 093)	Education Plant Survey Resolution	6A-2.043, FAC
As Req.	CO-8 (OEF 216)	Local Resolution Requesting Issuance of State Board of Education Capital Outlay Bonds	FL Constitution Article XII Section 9 (d)

- 1 On or before the 60th calendar day following adjournment
of the Legislature.
- 2 Not required on a regular basis.
- 3 SDB-II pilot colleges only.
- 4 All colleges.

NOTE: All reports cover the reporting year, Summer Term through
Winter/Spring Term, unless otherwise noted.

DIVISION OF COMMUNITY COLLEGES

7-18-88

CHART OF REPORTS (Alpha List)

<u>REPORT</u>	<u>REPORT TITLE</u>	<u>DUE DATE</u>
AA-1 Series	Annual Enrollment Headcount Reports	July 15
AA-2	Placement and Follow-Up (Completer/Leaver Follow-Up)	June 15
AA-4	Employer Rating Summary	June 15
AFR	Annual Financial Report	September 1
APR	Annual Personnel Report	October 15
APR-2	Salaries of Selected Positions	October 15
APR-3	Salary Schedule for Instructional Personnel	October 15
APR-4	Salary Increases	January 1
APR-5	Annual Salary Rate Report	October 15
BCN	Course Numbering Request	February 20
CA-1	Identification of Operating Expenditures by Fund	November 1
CA-2	Direct Cost of Primary and Support and Personnel Resources	November 1
CARS Series	College Annual Report System	November 1
CIP	Capital Improvement Program	September 15
CO-2 (OEF 352) ²	Twelve Month PECO Capital Outlay Encumbrance Projection and Request for Encumbrance Authorization	By 20th of each month
CO-4 (OEF 217)	Request to State Board of Education for Approval of Order of Priorities for Expenditures of State Capital Outlay Funds	As Required
CO-5 (OEF 218)	Educational Plant Site Inspection	As Required
CO-6 (OEF 093)	Education Plant Survey Resolution	As Required

DIVISION OF COMMUNITY COLLEGES

7-18-88

CHART OF REPORTS (Alpha List)

<u>REPORT</u>	<u>REPORT TITLE</u>	<u>DUE DATE</u>
CO-8 (OEF 216)	Local Resolution Requesting Issuance of State Board of Education Capital Outlay Bonds	As Required
CO-9 (OEF 207)	Comprehensive Safety Inspection	June 30
CO-10 (OEF 317)	Fund Balances, Encumbrances, and Disbursements for the Commissioner's Legislative Capital Outlay Budget Request	October 30
CO-11 (OEF 442)	Public Education Capital Outlay (PECO): Agency Cash Request and Expenditure	By 10th of each month
EE-1R	Report of Progress Toward Educational Excellence	September 1
EE-1P	Plan for Movement Toward Educational Excellence	September 1
EL-1	Entry Level Testing	September 1
FA-2	FTE Enrollment Report	October 1
FA-3	FTE Enrollment Report	February 15
FA-397	Financial Status Report	October 15
FA-4	FTE Enrollment Report	June 30
FB-1	College Prep Referral Report	November 30
FB-2	Feedback System Input (Follow-Up)	January 30
FETPIP	Florida Education & Training Placement Information Program	November 15
FG-1	Foreign Gifts Report	July 1
FW-1	Student Fee Report	October 1
HR-1 (On Hold)	Health Related Application/ Acceptance	January 15
IPEDS F1	Finance	November 1

DIVISION OF COMMUNITY COLLEGES

7-18-88

CHART OF REPORTS (Alpha List)

<u>REPORT</u>	<u>REPORT TITLE</u>	<u>DUE DATE</u>
IPEDS IC2	Institutional Characteristics of Colleges and Universities	September 20
IPEDS L-Part D	Libraries	September 1
IPEDS L-All (except part D)	Libraries	October 15
IU-1,2,3,4	Facilities Inventory Updates	July 31
OA-2	Acceleration Report	July 15
OB ¹	Operating Budget	August 7
PRA-2N	Notice of Program Review Level II (AA Programs)	May 1
PRA-2R	Notice of Program Review Level II (AA Programs)	May 1
PRV-2N	Notice of Program Review Level II (Vocational)	May 31
PRV-2R	Report of Program Review Level II (Vocational)	June 7
QFR-1	Quarterly Financial Reports	October 20
QFR-2	Quarterly Financial Reports	January 20
QFR-3	Quarterly Financial Reports	April 20
SD-1	Salary Discrimination Report	February
SDB-I	Fall Student Data Base Report	October 1
SDB-II-S ³	Student Data Base - Phase II Summer End of Term	October 1
SDB-II-FP ³	Student Data Base - Phase II Fall Preliminary	October 15
SDB-II-F ³	Student Data Base - Phase II Fall End of Term	February 1

DIVISION OF COMMUNITY COLLEGES

7-18-88

CHART OF REPORTS (Alpha List)

<u>REPORT</u>	<u>REPORT TITLE</u>	<u>DUE DATE</u>
SDB-II-WP ⁴	Student Data Base - Phase II Winter/Spring Preliminary	February 15
SDB-II-W ⁴	Student Data Base - Phase II Winter/Spring End of Term	June 15
SFAR	Student Financial Aid Report	November 15

- ¹ On or before the 60th calendar day following adjournment of the Legislature.
- ² Not required on a regular basis.
- ³ SDB-II Pilot colleges only.
- ⁴ All colleges.

NOTE: All reports cover the reporting year, Summer Term through Winter/Spring Term, unless otherwise noted.

APPENDIX B
INTEGRATED POSTSECONDARY EDUCATION SYSTEM

APPENDIX B

IPEDS HISTORY AND BACKGROUND

What is IPEDS?

The Integrated Postsecondary Education Data System (IPEDS) is a system of surveys designed to collect data from all primary providers of postsecondary education. The areas covered in IPEDS include institutional characteristics, enrollments, completions, finance, staff and salaries.

Why and how was it developed?

IPEDS fulfills a basic mission of the United States Department of Education. In 1867, Congress established a Department of Education and, in the first section of the legislation, gave it a primary mission of "collecting such statistics and facts as shall show the condition and progress of education in the several states and territories." During the ensuing 30 years, the commissioners of education focused the efforts of what by then had become a Bureau of Education on the collection and reporting of school statistics. IPEDS is a continuation of these data collections in that IPEDS data are collected exclusively from institutions.

More recently in 1976, Congress charged the Center for Education Statistics to report on the condition of postsecondary education in the United States. Until now, CES has described postsecondary education and followed changes in its size, character, providers and participants through three major surveys -- the Higher Education General Information Survey (HEGIS), the Vocational Education Data System (VEDS) and the Survey of Noncollegiate Postsecondary Schools with Occupational Programs.

Through the development, implementation and operation of these surveys, CES became aware of several inherent methodological problems. For example, because of considerable overlap in the data collection universe associated with HEGIS and VEDS, institutions involved in both of these collection efforts were confronted with extra data burden. Even so, CES could not synthesize the extra information due to differences in data definitions, survey procedures and the like. In addition, several segments of a larger universe of providers of postsecondary education were not included or even identified in these data collection efforts. Thus, a complete description of the postsecondary education enterprise could not be provided by this survey program. Furthermore, the results from this incomplete and inconsistent set of surveys could not be reported on a timely basis.

In recognition of these problems and based upon recommendations from the postsecondary education community, CES designed the Integrated Postsecondary Education Data System (IPEDS) over a three-year period. IPEDS encompasses all providers of postsecondary education and permits a complete and adequate description of the postsecondary education enterprise. Throughout its development, every step was taken to ensure that IPEDS meets the following objectives:

- o Eliminate duplication and redundancy in postsecondary education data collection;
- o Minimize data burden;
- o Permit similar data to be comparable across postsecondary sectors;
- o Allow for the unique factors of the different postsecondary sectors;
- o Provide valid and reliable statistics from postsecondary education providers;
- o Provide early estimates for key data elements;
- o Maintain consistency with HEGIS data collection, allowing for the continuation of long-term trend data;
- o Provide statistics in a timely manner through the development of efficient computerized and operational processing systems; and
- o Allow for easy access to IPEDS data and reports.

Definition of Postsecondary Education

IPEDS defines postsecondary education as the provision of formal instructional programs whose curriculum is designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This is to include programs whose purpose is academic, vocational and continuing professional education, and to exclude avocational and adult basic education programs.

Scope of the Postsecondary Education Data Systems

In defining the scope of this effort, CES recognized that postsecondary education is conducted by a variety of providers, however, IPEDS is limited to those institutions (or subsidiary elements of an institution) whose primary purpose is the provision of postsecondary education. The following providers are included in the conceptual framework underlying the IPEDS data collection:

1. Baccalaureate or Higher Institutions

Institutions or subsidiary elements whose primary purpose is the provision of postsecondary education and that award at least a baccalaureate or higher degree in one or more programs.

2. Two-Year Award Institutions

Institutions or subsidiary elements whose primary purpose is the provision of postsecondary education and that confer at least a two-year formal award (certificate or associate degree) or have a two-year program that is creditable toward a baccalaureate or higher degree in one or more programs, but do not award a baccalaureate degree.

3. Less than Two-Year Institutions

Institutions or subsidiary elements whose primary purpose is the provision of postsecondary education and whose programs are less than two years in duration and result in a terminal occupational award, or are creditable toward a formal two-year or higher award.

Each of these three categories is further disaggregated by control (public, private nonprofit and private for profit) resulting in nine institutional categories or sectors.

It is also important to note that unlike HEGIS, accreditation is not a requirement for inclusion in IPEDS. As a result of applying the IPEDS definition of postsecondary education, without the limitation of accreditation, more than 13,000 institutions have been identified as being in the IPEDS universe. This compares with less than 3,400 institutions in HEGIS.

The biggest increase in coverage from HEGIS to IPEDS is in the less than two-year private sectors, increasing from five institutions to almost 7,000. Many of these are private for profit schools that have never been surveyed by CES before, even though they provide a significant portion of the postsecondary education in the nation. Furthermore, students in these institutions receive a larger portion of federal student financial aid than students attending community colleges. Clearly, the center could not purport to report on the condition of postsecondary education in the nation if it continued to ignore these institutions. On the other hand, the center recognizes that it is not desirable from either the standpoint of the less than two-year private institutions of the Federal Government, to attempt to obtain the same in-depth information

from these schools that has been traditionally collected under HEGIS. Nor was it necessary to obtain data from the entire universe of almost 7,000 in order to be able to report on the condition of postsecondary education in these sectors. Therefore, abbreviated survey forms were designed to fit the unique characteristics of these institutions, and a decision was made to obtain these data from a nationally representative sample of only about 15% of the universe of private less than two-year institutions. This not only reduces the response burden for these schools but also allows for concentrated follow-up for nonresponse, a critical issue in surveying these institutions.

Major Characteristics of IPEDS

IPEDS employs several new concepts in the collection of postsecondary education data, such as:

- o Definitions that are both (1) relevant to all providers of postsecondary education and (2) consistent among all IPEDS sectors.
- o Data elements that (1) identify characteristics common to all providers of postsecondary education and (2) define the unique characteristics of various providers of postsecondary education.
- o Relationships and dependencies among the several components of IPEDS have been established to avoid duplicate reporting and enhance the policy relevance and analytic potential of the data.
- o Clarifying questions that address the problems involved in making interstate and interinstitutional comparisons. These clarifying questions ask what was or was not included in reported counts or totals.
- o Specialized but compatible reporting formats for different sectors of postsecondary education providers. In general, the reports developed for postsecondary institutions granting baccalaureate and higher degrees are the most extensive; forms for the two-year and less than two-year sectors request less data. This accommodates the varied operating characteristics and reporting capabilities of the different postsecondary institutional sectors while at the same time yielding comparable statistics for the same parameters of all postsecondary institutional sectors.

- o Institutionally-specific survey forms for programmatic surveys that reduce the response burden on the institutions and the processing burden on the center.

In addition, IPEDS minimizes respondent burden by coordinating its data collection with the states and with other offices and agencies, such as:

- o State Agencies

In many states, IPEDS institutional data are provided by the state from data collected on state surveys, or state agencies extract data from IPEDS surveys rather than conduct their own surveys.

- o Office for Civil Rights

Racial/ethnic degree and enrollment compliance data are incorporated into IPEDS surveys.

- o Equal Employment Opportunity Commission

IPEDS staff data will be extracted from EEO-6 survey forms. Only institutions that are not required to fill out EEO-6 will receive the IPEDS staff survey.

- o Office of Vocational and Adult Education

The Occupationally Specific Enrollment survey was incorporated into IPEDS in response to the Carl Perkins Vocational Education legislation.

- o State Occupational Coordinating Committees and Career Information Systems

IPEDS Institutional Characteristics survey incorporates many data elements required by State Career Information Delivery Systems (CIDS), thereby reducing or eliminating the need for these organizations to conduct their own surveys.

Finally, the system consists of several integrated components that obtain information on who provides postsecondary education (institutions), who participates in it and completes it (students), what programs are offered and what programs are completed, and the resources involved in the provision of institutionally-based postsecondary education, both human resources and financial resources. Specifically, these components and the abbreviations referenced throughout this manual include:

1. Institutional Characteristics (IC)
2. Total Institutional Activity (EA)
3. Fall Enrollment (and Compliance Report) (EF)
4. Fall Enrollment in Occupationally Specific Programs (EP)
5. Residence of First-Time Students (R)
6. Completions (and Compliance Report) (C)
7. Finance (F)
8. Staff (S)
9. Salaries of Full-Time Instructional Faculty (SA)
10. Libraries (L)

The Institutional Characteristics (IC) survey is the only IPEDS survey that is sent to all institutions in the IPEDS universe. This survey establishes the IPEDS universe and allows for sample surveys of all IPEDS institutions, or portions of the IPEDS universe. For example, all institutions with correspondence courses could be identified to conduct a sample survey of such schools. Furthermore, IC provides a valuable institutional universe, even for studies of individuals enrolled or employed in postsecondary institutions. One example of such usage is the National Postsecondary Student Aid Study (NPSAS), which uses the IPEDS universe to draw the first stage sample of a two-stage sampling design of individuals. Because IPEDS incorporates all providers of postsecondary education, a comprehensive study of postsecondary aid can be conducted for the first time.

How institutions fit into IPEDS

Each institution fits into the IPEDS system based on its control (public, private nonprofit, private for profit) and highest level of offering. The category an institution fits determines the survey for forms that are sent to the institution. The following Table 1 provides a matrix indicating which survey form each of the different types of institutions receives.

Table 1

Baccalaureate or Higher

	Public	Private Nonprofit	Private For Profit
Institutional			
Characteristics	IC 1	IC 1	IC 1
Enrollment			
- Fall Enrollment	EF 1	EF 1	EF 1
- Total Institutional			
Activity	EA 1	EA 1	EA 1
- Occupationally Specific			
Program Enrollment	EP	EP	EP
Residence of First-Time			
Students	R 1	R 1	R 1
Completions	C 1	C 1	C 1
Finance	F 1	F 1	F 1
Staff	S	S	S
Salaries and Fringe			
Benefits of Full-Time			
Instructional Faculty	SA	SA	SA
Libraries	L	L	L

Two but Less than Four-Year Award

	Public	Private Nonprofit	Private For Profit
Institutional			
Characteristics	IC 2	IC 2	IC 3
Enrollment			
- Fall Enrollment	EF 2	EF 2	EF 2
- Total Institutional			
Activity	EA 2	EA 2	EA 2
- Occupationally Specific			
Program Enrollment	EP	EP	EP
Residence of First-Time			
Students	R 2	R 2	
Completions	C 2	C 2	C 2
Finance	F 1	F 1	F 2
Staff	S	S	S
Salaries and Fringe			
Benefits of Full-Time			
Instructional Faculty	SA	SA	
Libraries	L	L	L

Less than Two-Year Award

	Public	Private Nonprofit	Private For Profit
Institutional			
Characteristics	IC 2	IC 3	IC 3
Enrollment			
- Fall Enrollment	EF 3	EF 3	EF 3
- Total Institutional			
Activity	EA 2	EA 2	EA 2
- Occupationally Specific			
Program Enrollment	EP	EP	EP
Residence of First-Time			
Students			
Completions	C 3	C 3	C 3
Finance	F 3	F 2	F 2
Staff	S	S	S
Salaries and Fringe			
Benefits of Full-Time			
Instructional Faculty	SA		
Libraries	L		

Definitions of Institutions by Level of Offering

Baccalaureate or Higher (4-year or above awards)

These institutions offer degrees and awards at the following levels:

- Bachelor's Degree
- Post-Baccalaureate Certificate
- Master's Degree
- Post-Master's Certificate
- Doctor's Degree
- First-Professional Degree
- First-Professional Certificate (Post Degree)

Two but less than Four-Year Award

These institutions offer degrees and awards at the following levels:

- Associate's Degree
- Postsecondary Certificate, Award or Diploma of at least two but less than four academic years

Less than Two-Year Award

These institutions offer awards at the following levels:

- Postsecondary Certificate Award or Diploma of less than one academic year
- Postsecondary Certificate Award or Diploma at least one but less than two academic years

Institutional Units

IPEDS is an institutional data system and, therefore, it is essential that institutional units be defined consistently across the nation. The objective in IPEDS is to report data for each institution in a multi-institutional system and each branch in a multicampus system. Conversely, CES does not want to separate reports from more than one component within an individual institution. In the vast majority of cases, it is readily apparent whether an educational entity is itself an institutional unit or whether it is simply a training site for an already existing institutional unit. However, there are instances where the determination will require some judgment on the part of the institutional respondent or the state coordinator. In order to allow for these determinations to be made in as consistent manner as possible, the following guidelines have been developed:

o Branch Institutions

IPEDS defines a branch institution as a campus or site that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses. This last criteria is the most important. It means that at least one degree or award program can be completed entirely at the site, without requiring any attendance at the main campus, or any other institution with the system.

o Installations on Military Bases, Prisons, Corporations, etc.

The IPEDS universe of postsecondary institutions includes only those institutions that are open to the general public. Therefore, training sites at prisons, military bases, corporations, etc., are not considered as separate institutions or branches in IPEDS regardless of how the institutional system classifies such training sites. Data on enrollment, finance, completions, etc., should be incorporated into the data reported for the main campus or any other institutions or branch campus in the system that is deemed most appropriate.

o Hospitals

The intent of IPEDS is to include only those hospitals that contain one or more separate entities whose primary purpose is the provision of postsecondary education. A school of nursing or a school of

radiology are two examples of such entities. Hospitals offering only internships or residency programs should not be included, nor should hospitals that only offer training as part of a medical school program. Training conducted as part of a medical school program should be included in the reports of the postsecondary institutions offering the medical program. Hospitals operating more than one school should be treated as a single postsecondary entity. This is consistent with the practice for all other postsecondary institutions, where CES only requests reports for the institution, not separate reports for each program within the institution.

o H&R Block

CES has arranged for H&R Block to aggregate its reports for individual training sites into one report for the nation. Prospective students can contact the national office to find out more information about individual sites.

Continuing Education

These activities are not included in IPEDS reports. For courses offering continuing education units (CEU's), the enrollment in those courses should not be included in the various IPEDS enrollment surveys, and to the extent possible, the resources associated with these courses should not be included in any other IPEDS reports.

o Test Preparation Institutions

Schools whose only programs are intended to prepare students to take a particular test, such as the CPA examination or the Bar examination, are not included in IPEDS. These programs are not considered academic, vocational or continuing professional.

IPEDS State Coordination Plans

The Center for Education Statistics works closely with the states in the collection of postsecondary education data. During the 21 years of data collection under HEGIS, state coordinators and the center have worked together to collect high quality data from extremely high percentages of the survey universe (usually more than 95 percent). Both the states and the center benefit from close collaboration in these efforts, and the states have played a major role in the design of IPEDS.

With the expansion from 3,400 institutions of higher education to nearly 13,000 postsecondary institutions in IPEDS, state coordination is more difficult than in the past. In some cases, responsibility for postsecondary institutions is spread over several agencies within the state. In other cases, there are groups of institutions in the IPEDS universe that do not fall under the jurisdiction of any state agency. As a result, CES has developed a matrix that allows coordinators to select the responsibilities they would undertake for each IPEDS sector.

Coordinators have been asked to take on responsibilities for entire IPEDS sectors within their states, not just portions of sectors (i.e. all public two-year, not just the public two-year community colleges that may fall under the agency's jurisdiction). This allows CES to identify a state coordinator of any institution, simply by determining the sector of an institution. Given the increased size and dynamic nature of the IPEDS universe, this capability was deemed essential.

The following TAB (Tab 3) contains state-by-state reports of the IPEDS coordination responsibilities the state agencies have accepted. These responsibilities need to be reviewed annually and any changes in them must be reported by April 1 of the survey year affected by the change. Any change in responsibility must be reported in writing to the:

Branch Chief
General Surveys and Analysis Branch
Postsecondary Education Statistics Division
Center for Education Statistics
555 New Jersey Avenue, NW
Washington, D.C. 20208-1404

State Coordination Plan

State: _____

Coordinator: _____ Co-Coordinator: _____

Agency: _____ Agency: _____

Address: _____ Address: _____

City: _____ City: _____

State: _____ Zip: _____ State: _____ Zip: _____

Telephone Number: () _____ Telephone Number: () _____

1. IPEDS Coordinator(s) Responsibilities

Institutional Sectors	Check Box(es) for Additional Responsibility						
	Maintains the Uni-verse (1)	Mail Out (2)	Mail Back (3)	Non Response Follow Up	Error Resolu-tion	Partial Edit (4)	Full Edit (4)
1 Public 4-Yr	X	X	X	X			
2 Private Nonprofit 4-Yr	X	X	X	X			
3 Private For-Profit 4-Yr	X	X	X	X			
4 Public 2-Yr	X	X	X	X			
5 Private Nonprofit 2-Yr	X	X	X	X			
6 Private For-Profit 2-Yr	X	X	X	X			
7 Pub. Less Than 2-Yr	X	X	X	X			
8 Private Nonprofit Less Than 2-Yr	X						
9 Private For-Profit Less Than 2-Yr	X						

- (1) Minimum responsibility is helping CES maintain the IPEDS universe.
- (2) Distributes forms to the institutions.
- (3) Receives forms from the institutions and forwards them to the CES/IPEDS Processing Center.
- (4) Edits the completed surveys according to CES specifications.

IPEDS IMPLEMENTATION SCHEDULE

IPEDS COMPONENT		1986	1987	1988	1989	1990
Institutional Characteristics	IC2	x	x	x	x	x
Institutional Activity	EA2		x	x	x	x
Fall Enrollment with R/E Data (A)	EF2	x	x	x	x	x
with Age Data (B)		x	x	x		x
Occupationally Specific Program Enrollment R/E Data	EP		x		x	
Completions with R/E Data	C2			H	x	x
x x						
Finance			F1	H	x	x
x x						
Staff	S		x		x	
Salaries and Fringe Benefits	SA		x		x	
Residence of First-Time Students	R2	x		x		x
Libraries	L			x		

H indicates HEGIS survey will be conducted.

Because of the different nature and requirements of the data, the due dates, closeout dates, and subsequently the data release dates will vary by component.

IPEDS SURVEY SCHEDULE OF DUE DATES
(ALL FORMS MAILED ON OR BEFORE JULY 15 EACH YEAR)

FALL SURVEYS	FORM	IPEDS SEND DATE	D.C.C. DUE DATE	C.F.S. DUE DATE	SOURCE OF INFORMATION FOR FALL SURVEYS
INSTITUTIONAL CHARACTERISTICS	IC	JULY 15	DEC. 15	NOV. 15	IC2
INSTITUTIONAL ACTIVITY	EA2	JULY 15	JULY 15 JUNE 30	OCT. 1	AA1 ENROLLMENT AND COMPLETERS FILE AND EA4 (FTE ENROLLMENT) FORM
FALL ENROLLMENT/AGE WITH R/E DATA* WITH AGE DATA**	EF2	JULY 15	OCT. 1	NOV. 15	STUDENT DATA BASE PHASE 1.
FALL ENROLLMENT IN OCCUPATIONALLY SPECIFIC PROGRAMS/RACE	EP	JULY 15	OCT. 1	NOV. 15	STUDENT DATA BASE PHASE 1.
COMPLETIONS/RACE	C2	JULY 15	JULY 15	OCT. 1	AA1 ENROLLMENT AND COMPLETERS FILE
FINANCE	F1	JULY 15	AUG. 15	NOV. 15	AFR - ANNUAL FINANCIAL REPORT
STAFF	S	JULY 15	OCT. 15	NOV. 15	APR ANNUAL PERSONNEL DATA BASE
SALARIES OF FULL-TIME INSTRUCTIONAL FACULTY	SA	JULY 15	OCT. 15	NOV. 15	APR ANNUAL PERSONNEL DATA BASE
LIBRARIES**	L	JULY 15	OCT. 15	NOV. 15	
RESIDENCE OF FIRST TIME STUDENTS*	R2	JULY 15	OCT. 1	NOV. 15	STUDENT DATA BASE PHASE 1.

* COLLECTED EVERY TWO YEARS

** COLLECTED EVERY FOUR YEARS

(Except Part D, which is collected each year to support the Legislative Budget Request. The due date for Part D is September 1.)

534

APPENDIX C
DETAIL CODING FOR ADVANCED AND PROFESSIONAL
AND VOCATIONAL PROGRAMS

DETAIL CODING FOR ADVANCED AND PROFESSIONAL
AND VOCATIONAL COURSES AND
PROGRAMS OF STUDY

The following pages provide the detailed coding for Advanced and Professional (Part 1) and Vocational (Part 2) courses and programs. Note that the fourth through the seventh digits of the Advanced and Professional codes are taken from the Higher Education General Information Survey (HEGIS) Taxonomy. The coding logic and structure for Occupational courses and programs is similar to that found in USOE Handbook VI Standard Terminology for Curriculum and Instruction in Local and State School Systems. The major exception is the use of an additional cluster called Public Service and the deletion (nonuse) of the Technical cluster. The rationale for this modification was that Technical is a level of instruction rather than a unique functional group. It was also based on the increasing number of public service programs that do not relate to the Trade and Industrial cluster.

With respect to the level of detail, the coding standards are as follows:

1. Each course (Advanced and Professional and Vocational) offered by the college will be given a seven digit code to identify them to the subcategory level.
2. Each Vocational program of study will be assigned a seven digit code. An eighth digit is also used to distinguish between programs that have the same seven-digit code.
3. Each Advanced and Professional Program will be assigned a three-digit code to identify student educational objectives to the cluster level.

One area where the Information Classification Structure (ICS) Codes are used is in the Facilities System. Beginning with the June 30, 1988 updates, the number of Student Stations will be calculated for each instructional room based on the room's room-use code, net square footage, the ICS code and the appropriate station size criterion included in Rule 6A-2.032, FAC. In order to do the calculations, it was necessary to add and/or expand some ICS codes. These codes are marked with an asterisk (*) in the following list. These codes are for Facilities use only.

APPENDIX C

PART 1

Uniform Codes for Advanced and Professional Courses, Disciplines, and Instructional Programs

Code	Descriptive Title
1.11.XXXX	<u>Natural Science (Cluster)</u>
1.11.01XX	<u>Agriculture & Natural Resources</u>
0101	Agriculture, general
0102	Agronomy
0103	Soils science
0104	Animal science
0105	Dairy science
0106	Poultry science
0107	Fish, game and wildlife management
0108	Horticulture
0109	Ornamental horticulture
0110	Agriculture and farm management
0111	Agriculture economics
0112	Agriculture business
0113	Food science
0114	Forestry
0115	Natural resources management
0117	Range management
0118	Citrus farming
1.11.02XX	<u>Architecture and Environmental Design</u>
0201	Environmental design, general
0202	Architecture
0203	Interior design
0204	Landscape architecture
0205	Urban architecture
0206	City, community, and regional planning
1.11.04XX	<u>Biological Science</u>
0401	Biology, general
0402	Botany, general
0403	Bacteriology
0404	Plant pathology
0405	Plant pharmacology
0406	Plant physiology
0407	Zoology, general
0408	Pathology, human and animal

Code	Descriptive Title
<u>Biological Science</u> (continued)	
0409	Pharmacology, human and animal
0410	Physiology, human and animal
0411	Microbiology
0412	Anatomy
0413	Histology
0414	Biochemistry
0415	Biophysics
0416	Molecular biology
0417	Cell biology
0418	Marine biology
0419	Biometrics and biostatistics
0420	Ecology
0421	Entomology
0422	Genetics
0423	Radiobiology
0424	Nutrition, scientific
0425	Neurosciences
0426	Toxicology
0427	Embryology

1.11.09XX

Engineering

0901	Engineering, general
0902	Aerospace, aeronautical and astronautical engineering
0903	Agricultural engineering
0904	Architectural engineering
0905	Bioengineering and biomedical engineering
0906	Chemical engineering
0907	Petroleum engineering
0908	Civil, construction, and transportation engineering
0909	Electrical, electronics, and communications engineering
0910	Mechanical engineering
0911	Geological engineering
0912	Geophysical engineering
0913	Industrial and management engineering
0914	Metallurgical engineering
0915	Materials engineering
0916	Ceramic engineering
0917	Textile engineering
0918	Mining and mineral engineering
0919	Engineering physics

Code	Descriptive Title
<u>Engineering (continued)</u>	
0920	Nuclear engineering
0921	Engineering mechanics
0922	Environmental and sanitary engineering
0923	Naval architecture and marine engineering
0924	Ocean engineering
1.11.12XX	<u>Health Professions</u>
1201	Health professions, general
1202	Hospital and health care administration
1203	Nursing (four year programs)
1204	Dentistry, D.D.S. or D.M.D. degree
1205	Dental specialties
1206	Medicine, M.D. degree
1207	Medical specialties
1208	Occupational therapy
1209	Optometry
1210	Osteopathic medicine, D.O. degree
1211	Pharmacy
1212	Physical therapy
1213	Dental hygiene
1214	Public health
1215	Medical record librarianship
1216	Podiatry or podiatric medicine
1217	Biomedical communication
1218	Veterinary medicine
1219	Veterinary medicine specialties
1220	Speech pathology and audiology
1221	Chiropractic
1222	Clinical social work
1223	Medical laboratory technologies
1224	Dental technologies
1225	Radiologic technologies
1.11.19XX	<u>Physical Sciences</u>
1901	Physical sciences, general
1902	Physics, general
1903	Molecular physics
1904	Nuclear physics
1905	Chemistry, general
1906	Inorganic chemistry
1907	Organic chemistry

Code	Descriptive Title
<u>Physical Sciences (continued)</u>	
1908	Physical chemistry
1909	Analytical chemistry
1910	Pharmaceutical chemistry
1911	Astronomy
1912	Astrophysics
1913	Atmospheric sciences and meteorology
1914	Geology
1915	Geochemistry
1916	Geophysics and seismology
1917	Earth sciences, general
1918	Paleontology
1919	Oceanography
1920	Metallurgy
1.12.XXXX	<u>Fine and Applied Arts</u>
1.12.10XX	<u>Fine and Applied Arts</u>
1001	Fine arts, general
1002	Art
1003	Art history and appreciation
1004	Music (performing, composition, theory)
10041*	Music (choral or band)
10042*	Music (piano)
1005	Music (liberal arts program)
1006	Music history and appreciation
1007	Dramatic arts
1008	Dance
1009	Applied design
1010	Cinematography
1011	Photography
1.13.XXXX	<u>Letters and Foreign Languages</u>
1.13.11XX	<u>Foreign Languages</u>
1101	Foreign languages, general
1102	French
1103	German
1104	Italian
1105	Spanish
1106	Russian
1107	Chinese
1108	Japanese
1109	Latin

Code	Descriptive Title
<u>Foreign Languages</u> (continued)	
1110	Greek, classical
1111	Hebrew
1112	Arabic
1113	Indian
1114	Scandinavian languages
1115	Slavic languages
1116	African languages
1.13.15XX	<u>Letters</u>
1501	English, general
1502	Literature, English
1503	Comparative literature
1504	Classics
1505	Linguistics
1506	Speech, debate, and forensic science
1507	Creative writing
1508	Teaching of English as a foreign language
1509	Philosophy
1510	Religious studies
1.14.XXXX	<u>Education</u>
1.14.08XX	<u>Education</u>
0801	Education, general
0802	Elementary education, general
0803	Secondary education, general
0804	Junior high school education
0805	Higher education, general
0806	Junior and community college education
0807	Adult and continuing education
0808	Special education, general
0809	Administration of special education
0810	Education of the mentally retarded
0811	Education of the gifted
0812	Education of the deaf
0813	Education of the culturally disadvantaged
0814	Education of the visually handicapped
0815	Speech correction
0816	Education of the emotionally disturbed
0817	Remedial education
0818	Special learning disabilities
0819	Education of the physically handicapped

Code	Descriptive Title
<u>Education (continued)</u>	
0820	Education of the multiple handicapped
0821	Social foundations
0822	Education psychology
0823	Pre-elementary education
0824	Educational statistics and research
0825	Educational testing, evaluation and measurement
0826	Student personnel
0827	Educational administration
0828	Educational supervision
0829	Curriculum and instruction
0830	Reading education
0831	Art education
0832	Music education
0833	Mathematics education
0834	Science education
0835	Physical education
0836	Driver and safety education
0837	Health education
0838	Business, commerce, and distributive education
0839	Industrial arts, vocational, and technical education
0840	Foreign language education
1.15.XXXX	<u>Business and Management</u>
1.15.05XX	<u>Business and Management</u>
0501	Business and commerce, general
0502	Accounting
0503	Business statistics
0504	Banking and finance
0505	Investments and securities
0506	Business management and administration
0507	Operations research
0508	Hotel and restaurant management
0509	Marketing and purchasing
0510	Transportation and public utilities
0511	Real estate
0512	Insurance
0513	International business
0514	Secretarial studies
0515	Personnel management
0516	Labor and industrial relations
0517	Business economics

Code	Descriptive Title
1.16.XXXX	<u>Mathematics and Computer Science</u>
1.16.07XX	<u>Computer and Information Science</u>
0701	Computer and information sciences, general
0702	Information sciences and systems
0703	Data processing
0704	Computer programming
0705	Systems analysis
1.16.17XX	<u>Mathematics</u>
1701	Mathematics, general
1702	Statistics, mathematical and theoretical
1703	Applied mathematics
1.17.XXXX	<u>Social Sciences</u>
1.17.03XX	<u>Area Studies</u>
0301	Asian studies, general
0302	East Asian studies
0303	South Asian studies
0304	Southeast Asian studies
0305	African studies
0306	Islamic studies
0307	Russian and Slavic studies
0308	Latin American studies
0309	Middle Eastern studies
0310	European studies, general
0311	Eastern European studies
0312	West European studies
0313	American studies
0314	Pacific area studies
1.17.20XX	<u>Psychology</u>
2001	Psychology, general
2002	Experimental psychology
2003	Clinical psychology
2004	Psychology for counseling
2005	Social psychology
2006	Psychometrics
2007	Statistics in psychology
2008	Industrial psychology
2009	Developmental psychology
2010	Physiological psychology

<u>Code</u>	<u>Descriptive Title</u>
<u>Social Sciences (continued)</u>	
1.17.22XX	<u>Social Sciences</u>
2201	Social sciences, general
2202	Anthropology
2203	Archaeology
2204	Economics
2205	History
2206	Geography
2207	Political science and government
2208	Sociology
2209	Criminology
2210	International relations
2211	Afro-American relations
2212	American Indian cultural studies
2213	Mexican-American cultural studies
2214	Urban studies
2215	Demography
1.18.XXXX	<u>Other Disciplines</u>
1.18.06XX	<u>Communications</u>
0601	Communications, general
0602	Journalism
0603	Radio/television
0604	Advertising
0605	Communication media
1.18.13XX	<u>Home Economics</u>
1301	Home economics, general
1302	Home decoration and home equipment
1303	Clothing and textiles
1304	Consumer economics and home management
1305	Family relations and child development
1306	Foods and nutrition
1307	Institutional management and cafeteria management
1.18.14XX	<u>Law</u>
1401	Law, general
1.18.16XX	<u>Library, science</u>
1601	Library science, general

Code	Descriptive Title
1.18.18XX	<u>Military Science</u>
1801	Military science, general
1802	Naval science
1803	Aerospace science
1.18.21XX	<u>Public Affairs</u>
2101	Community services, general
2102	Public administration
2103	Parks and recreation management
2104	Social work and helping services
2105	Law enforcement and corrections
2106	International public service
1.18.23XX	<u>Theology</u>
1.18.49XX	<u>Interdisciplinary</u>
4901	General liberal arts and sciences
4902	Biological and physical sciences
4903	Humanities and social sciences
4904	Engineering and other disciplines
1.19.XXXX	<u>General Degree Transfer</u>

545

Uniform Codes for Vocational Courses,
Disciplines, and Instructional Programs

Code	Descriptive Title
1.21.XXXX	<u>Agriculture</u>
1.21.01XX	<u>Agriculture Production and Processing</u>
0101	Animal science
0102	Plant science
0103	Farm mechanics
0104	Farm business management (Agri-business)
0105	Citrus production management
0106	Citrus processing technology
0107	Farm co-op training
1.21.02XX	<u>Agriculture Supplies/Services</u>
0201	Agriculture chemicals
0202	Feeds
0203	Seeds
0204	Fertilizers (plant food)
0205	Pest control technology
1.21.03XX	<u>Agricultural Mechanics</u>
0301	Agricultural power & machinery
0302	Agricultural structures & conveniences
0303	Soil management
0304	Water management
0305	Agricultural mechanics skills
0306	Agricultural construction & maintenance
0307	Agricultural electrification
0308	Golf course mechanics
1.21.04XX	<u>Agriculture Products</u>
0401	Food products
0402	Nonfood products
1.21.05XX	<u>Ornamental Horticulture (Production, Processing, Marketing & Services</u>
0501	Arboriculture
0502	Floriculture

<u>Code</u>	<u>Descriptive Title</u>
<u>Ornamental Horticulture (Production, Processing, Marketing & Services (continued)</u>	
0503	Greenhouse operation & management
0504	Landscaping
0505	Nursery operation & management
0506	Turf management (golf course, etc.)
1.21.06XX	<u>Agricultural Resources (Conservation, Utilization, and Services)</u>
0601	Forests
0602	Recreation (Parks, etc.)
0603	Soil
0604	Wildlife (Including game farms & hunting areas)
0605	Water
0606	Air
0607	Fish (Including farms and hatcheries)
0608	Range (Ranch)
1.21.07XX	<u>Forestry (Production, Processing, Management, Marketing, and Services)</u>
0701	Forests
0702	Forest protection
0703	Logging (harvesting & transportation)
0704	Wood utilization
0705	Recreation
0706	Special products
1.21.99XX	<u>Other Agricultural</u>
9901	Biological parks
1.22.XXXX	<u>Distributive</u>
1.22.0100	<u>Advertising Services</u>
1.22.0200	<u>Apparel and Accessories (Fashion)</u>
1.22.0300	<u>Automotive (Sales)</u>
1.22.0400	<u>Finance and Credit (Banking, S & L, etc)</u>
1.22.0500	<u>Floristry</u>
1.22.0600	<u>Food Distribution</u>

<u>Code</u>	<u>Descriptive Title</u>
<u>Distributive (continued)</u>	
1.22.0700	<u>Food Services</u>
1.22.0800	<u>General Merchandise</u>
1.22.0900	<u>Hardware, Building Materials, Farm and Garden Supplies & Equipment</u>
1.22.1000	<u>Home Furnishings</u>
1.22.1100	<u>Hotel and Lodging</u>
1.22.1200	<u>Marketing and Distribution</u>
1.22.1300	<u>Insurance</u>
1.22.1400	<u>International Trade</u>
1.22.1500	<u>Personal Services</u>
1.22.1600	<u>Petroleum</u>
1.22.1700	<u>Real Estate</u>
1.22.1800	<u>Recreational and Tourism</u>
1.22.1900	<u>Transportation</u>
1.22.2000	<u>Retail Trade</u>
1.22.3100	<u>Wholesale Trade</u>
1.22.9900	<u>Other Distributive (General Marketing, etc.)</u>
1.23.XXXX	<u>Health Occupations Education</u>
1.23.01XX	<u>Dental</u>
0101	Dental assisting
0102	Dental hygiene (Associate degree)
0103	Dental laboratory technology
1.23.02XX	<u>Medical Laboratory Technology</u>
0201	Cytology (Cytotechnology)
0202	Histology

Code	Descriptive Title
<u>Medical Laboratory Technology (continued)</u>	
0203	Medical laboratory assisting
0204	Hematology
0205	Certified laboratory assistant
1.23.03XX	<u>Nursing</u>
0301	Nursing (Associate degree) RN
0302	Practical (Vocational) nursing
0303	Nursing assistance (Aide)
0304	Psychiatric aide
0305	Surgical technician (Operating room technician)
0306	Obstetrical technician
0307	Home health aide
0308	School health aide
0309	Central service aide
0310	Medical assisting
1.23.04XX	<u>Rehabilitation</u>
0401	Occupational therapy
0402	Physical therapy
04021*	Physical therapy assistant
04022*	Physical therapy aide
0403	Prosthetics
0404	Orthotics
04050*	Massage therapy
1.23.05XX	<u>Radiologic</u>
0501	Radiologic technology (X-Ray)
0502	Radiation therapy
0503	Nuclear medical technology
05040*	Diagnostic medical sonography
1.23.06XX	<u>Ophthalmic</u>
0601	Ophthalmic dispensing
0602	Orthoptics
0603	Optometrist assistant
1.23.07XX	<u>Environmental Health</u>
0701	Environmental health assistant
0702	Radiological health technician
0703	Sanitarian assistant

Code	Descriptive Title
1.23.08XX	<u>Mental Health</u>
0801	Mental health technician (Human service aide, etc.)
0802	Mental retardation aide
1.23.09XX	<u>Miscellaneous Health Education</u>
0901	Electroencephalograph technician
0902	Electrocardiograph technician
0903	Inhalation therapy (Respiratory therapy)
09031*	Respiratory therapist
09032*	Respiratory therapy technician
0904	Medical assistant (Assistant in physician's office)
0905	Central supply technician
0906	Community health aide
0907	Medical emergency technician
0908	Dietetic technology
09090*	Funeral services
0910	Orthopedic assisting
0911	Optician technology
0912	Veterinary medical assisting
0913	Hearing aid technology
09140*	Cardiopulmonary technology
09150*	Perfusionist
1.23.99XX	<u>Health Occupations Education, Other</u>
9901	Health care management
9902	Health service aide
9903	Hospital housekeeping
9904	Hospital ward clerk
9905	Medical records transcriptionist
99060*	Hospital admitting officer
99070*	Health unit coordinator
99080*	Pharmacy assisting
1.24.XXXX	<u>Home Economics</u>
1.24.01XX	<u>Homemaking: Preparation for Personal, Home, and Family Living</u>
0101	Comprehensive homemaking or home economics
0102	Child development
0103	Clothing and textiles

<u>Code</u>	<u>Descriptive Title</u>
<u>Homemaking: Preparation for Personal, Home, and Family Living</u> (continued)	
0104	Consumer education
0105	Family health
0106	Family relations
0107	Foods and nutrition
0108	Home management
0109	Housing and home furnishings
01100*	Interior design
1.24.02XX	<u>Occupational Preparation</u>
0201	Care and guidance of children
0202	Clothing management, production, and services
02021*	Clothing production and management
02022*	Clothing production services
0203	Food management, production, and services
0204	Home furnishings, equipment, and services
02041*	Home furnishings, equipment, and services
02042*	Upholstering
0205	Institutional and home management and supporting services
02060*	Interior design technology
02070*	Power sewing machine operation
1.25.XXXX	<u>Office Occupations</u>
1.25.01XX	<u>Accounting</u>
0101	Accounting
0102	Bookkeeping
0103	Cashier
0104	Machine operators: billing, bookkeeping, & computing
0105	Tellers
0106	Income tax preparation
1.25.02XX	<u>Business Data Processing Systems</u>
0201	Computer and console operators
0202	Peripheral equipment operators
0203	Programmers
0204	Systems analysts

Code	Descriptive Title
1.25.03XX	<u>Filing, Office Machines, and General Office Clerical</u>
0301	Duplicating machine operators
0302	File clerks
0303	General office clerks
1.25.04XX	<u>Information Communication</u>
0401	Communication systems clerks and operators
0402	Correspondence clerks
0403	Mail and postal clerks
0404	Mail preparing and mail handling machine operators
0405	Messengers and officer aides
0406	Receptionists and information clerks
1.25.05XX	<u>Materials Support (Transporting, Storing, and Recording)</u>
0501	Planning and production clerks
0502	Quality control clerks
0503	Shipping and receiving clerks
0504	Stock and inventory clerks
0505	Traffic, rate, and transportation clerks
1.25.06XX	<u>Personnel and Training</u>
0601	Personnel training specialists
0602	Interviewers and test technicians
0603	Personnel assistants
1.25.07XX	<u>Stenographic and Secretarial</u>
0701	Executive secretary
0702	Secretaries
0703	Stenographers
0704	Medical secretary
0705	Legal secretary
0706	Court reporting
07070*	Word processing

Code	Descriptive Title
1.25.08XX	<u>Supervisory and Administrative Management (General Business, etc.)</u>
0801	Administrative assistants
0802	Budget management analysis
0803	Clerical and office supervisors
0804	Data methods and systems procedures analysts
0805	Office managers and chief clerks
1.25.09XX	<u>Typing</u>
0901	Clerk-typists
0902	Typists
1.26.XXXX	<u>Trade and Industrial Occupations</u>
1.26.01XX	<u>Air Conditioning and Environmental Control (HARV, etc.)</u>
0101	Cooling (air conditioning)
0102	Heating
0103	Ventilating (filtering and humidification)
0104	Environmental control
1.26.02XX	<u>Appliance Repair</u>
0201	Electrical appliances
02011*	Electrical appliances
02012*	Sewing machine maintenance and repair
02013*	Vending machine repair
0202	Gas appliances
1.26.03XX	<u>Automotive Services</u>
0301	Body and fender
03011*	Automotive body repair
03012*	Tractor and trailer body repair
0302	Mechanics
03021*	Automotive mechanics
03022*	Automotive machine shop
03023*	Truck and Bus mechanics
03024*	Heavy equipment mechanics
03025*	Motorcycle mechanics
0303	Specialization, other
03031*	Specialization, other
03032*	Commercial vehicle driving
03033*	School bus driving
0304	Service station

Code	Descriptive Title
1.26.04XX	<u>Aviation</u>
04001*	Avionics
04002*	Aeronautical technology
04003*	Aviation quality control
0401	Air frame maintenance
0402	Aircraft operations
0403	Ground operations
0404	Commercial pilot training
0405	Aviation management and administration
0406	Power plant maintenance
1.26.06XX	<u>Business Machine Maintenance</u>
1.26.07XX	<u>Commercial Art</u>
0701	Interior decorating
0702	Window display
0703	Product design
0704	Advertising art
0705	Studio art
1.26.08XX	<u>Commercial Fishery and Oceanographic</u>
0801	Seamanship
0802	Ship and boat operation and maintenance
0803	Oceanographic
08040*	Boat building
1.26.09XX	<u>Commercial Photography</u>
0901	Photographic laboratory and darkroom occupations
1.26.10XX	<u>Construction and Maintenance</u>
10001*	Construction trades
10002*	Building construction technology
1001	Carpentry
1002	Electricity
1003	Heavy equipment (construction)
1004	Masonry
1005	Painting and decorating
10051*	Painting and decorating
10052*	Floor covering installation
1006	Plastering
10061*	Plastering

Code	Descriptive Title
<u>Construction and Maintenance (continued)</u>	
10062*	Lathing
1007	Plumbing and pipefitting
1008	Dry wall installation
1009	Glazing
1010	Roofing
1011	Architectural technology
1012	Civil technology
1013	Surveying
10140*	Blueprint reading and estimating
10150*	Structural steel work
10160*	Insulation Installation
10170*	Tile setting
1.26.11XX	<u>Custodial Services</u>
1.26.12XX	<u>Diesel Mechanic</u>
1.26.13XX	<u>Drafting and Design</u>
1.26.14XX	<u>Electrical</u>
1401	Industrial electrician
1402	Lineman
1403	Motor repairman
1.26.15XX	<u>Electronics</u>
1501	Communications
15011*	Communications electronics
15012*	Telephone technology
1502	Industrial electronics
1503	Radio/television
1504	Electronic technology
15041*	Electronic technology
15042*	Electronic chassis assembly
1505	Electromechanical technology
15060*	Computer electronics
15070*	Laser/electro-optic technology
1.26.16XX	<u>Fabric Maintenance Services</u>
1601	Dry cleaning
1602	Laundering

Code	Descriptive Title
1.26.17XX	<u>Foremanship, Supervision and Management Development</u>
1701	Industrial management and supervision
1.26.19XX	<u>Graphic Arts</u>
19001*	Graphic arts technology
19002*	Graphic design
1901	Composition, makeup and typesetting
1902	Printing press
1903	Lithography, photography, and platemaking
1904	Photoengraving
1905	Silk screen making and printing
1906	Bookbinding
1907	Technical illustration
1.26.20XX	<u>Industrial Atomic Energy</u>
2001	Installation, operation, and maintenance of reactors
2002	Radiography
2003	Industrial uses of radioisotopes
1.26.21XX	<u>Instrument Maintenance and Repair</u>
2101	Instruments (Other than watches and clocks)
2102	Watchmaking and repair
1.26.22XX	<u>Maritime Occupations</u>
2201	Marine propulsion technology
1.26.23XX	<u>Metalworking</u>
2301	Foundry
2302	Machine shop
2303	Machine tool operation
2304	Metal trades, combined
2305	Sheet metal
2306	Welding and cutting
2307	Tool and die making
2308	Die sinking
2309	Metal patternmaking
23100*	Ornamental iron work
23110*	Gunsmithing

Code	Descriptive Title
1.26.24XX	<u>Metallurgy</u>
1.26.25XX	<u>Other Engineering Related Technologies</u>
2501	Chemical
2502	Industrial
2503	Instrumentation
2504	Mechanical
2505	Scientific data processing
2506	Safety
25061*	Safety engineering technology
25062*	Occupational safety and health technology
25070*	Optical technology
25080*	Engineering model making
1.26.26XX	<u>Personal Services</u>
2601	Barbering
2602	Cosmetology
1.26.27XX	<u>Plastics</u>
1.26.29XX	<u>Quantity Food</u>
2901	Baker
2902	Cook-chef
2903	Meat cutter
2904	Waiter/waitress
1.26.31XX	<u>Small Engine Repair, Internal Combustion</u>
1.26.32XX	<u>Stationary Energy Sources</u>
3201	Electric power generating plants
3202	Plumbing plants
1.26.33XX	<u>Textile Production and Fabrication</u>
3301	Dressmaking
3302	Tailoring
1.26.34XX	<u>Leatherworking</u>
3401	Shoe manufacturing
3402	Shoe repair

Code	Descriptive Title
1.26.35XX	<u>Upholstering</u>
35010*	Upholstering
35020*	Automotive upholstery
1.26.36XX	<u>Woodworking Occupations</u>
3601	Millwork and cabinet making
1.26.99XX	<u>Trade and Industrial, Other</u>
9901	Quality control and reliability technology
9902	Technical writing
9903	Meteorological analysis
99040*	Jewelry manufacturing and repair
99050*	Industrial machinery maintenance and repair
9906	Manufacturing technology
9907	Radio and television broadcasting
9908	Radio and television production
1.27.XXXX	<u>Public Service</u>
1.27.01XX	<u>Fire Science</u>
01010*	Fire science technology
01020*	Fire fighting
1.27.02XX	<u>Law Enforcement</u>
0201	Law enforcement, general
02011*	Law enforcement
02012*	Criminal justice technology
02013*	Criminal justice assisting
0202	Security
0203	Corrections
0204	Probation
0205	Legal assistant
1.27.03XX	<u>Education (Teacher Aide)</u>
1.27.04XX	<u>Library</u>
1.27.05XX	<u>Audio-Visual (Multi-Media)</u>
1.27.06XX	<u>Recreation</u>

Code	Descriptive Title
1.27.07XX	<u>Social Service (Work)</u>
1.27.08XX	<u>Public Administration</u>
08010*	Public administration technology
08020*	Public service telecommunications
1.27.09XX	<u>Urban, Rural, and Community Development Services</u>
1.27.10XX	<u>Resources Management Services</u>
1001	Air pollution control
1002	Environmental pollution control
1003	Water and waste water treatment
1004	Environmental science
1005	Environmental marine science
1.27.11XX	<u>Music, Dance and Theatre</u>
1101	Music
1102	Dance
1103	Theatre

550

APPENDIX D
CCMIS DATA TRANSMITTAL SPECIFICATIONS

MAGNETIC TAPE
CCMIS DATA TRANSMITTAL SPECIFICATIONS

College Name _____

Date _____

Report Name _____

ITEM

INSTRUCTIONS AND INFORMATION

Computer Type	IBM, BURROUGHS, DEC	Circle the machine type.
Record Format	FB	Tape must be fixed block format.
Record Length*	_____	Number of bytes per record.
Blocksize*	_____	Must be a multiple of record length.
Blocking Factor*	_____	Number of records per block.
Density	1600, 6250	Circle the appropriate tape density.
Label**	SL NL	Circle the appropriate label type SL = Standard IBM label NL = No label
DSN (Data Set Name)	_____	Give the DSN if labeled (SL).
File Number if not first	_____	Give number if (SL) or (NL).
VSN (Volume Serial Number)	_____	Give the VSN if labeled (SL).
Record Count	_____	The number of records contained on the tape.

*Refer to appropriate record layout for report name, record format, record length, blocksize, or blocking factor.

** Tapes should be labeled externally with report name, college name, and date created (mmddyy).

NOTE: This form should accompany each tape and should be completed by the person creating the tape.

_____ Name of Contact Person	/	_____ Phone Number (Circle: Suncom or Local)
_____ Name of Person Creating Tape (if different from above)	/	_____ Phone Number (Circle: Suncom or Local)

REVISED 7/87

CCMIS DATA TRANSMITTAL SPECIFICATIONS

College Name _____ Date _____
 Report Name _____

<u>Item</u>	Personal Computer Diskettes	<u>Instructions</u>
File Name	_____	(file name with extension)
Record Length*	_____	
Record Format*	_____	
Record Count	_____	the count of records contained on the diskette

Machine Type Must Be IBM or IBM Compatible (8086, 8088, 80186, 80286 or 80386 based processor using PC or MS-DOS) using 5 1/4" or 3 1/2" diskette media.

The only acceptable file formats are: (Please check one.)

☐ .WKS (LOTUS) ☐ .WK1 (LOTUS) ☐ .RBF (R:BASE)
☐ .SDF (dBASE) ☐ ASCII comma delimited
☐ ASCII fixed (please specify) _____

IBM System 36 Diskettes

<u>Item</u>	<u>Instructions</u>
File Name	_____ give complete file name and creation date
File Date	_____
Blocksize*	_____
Record Length*	_____
Record Format*	_____
Record Count	_____ the count of records on the diskette

File Saved Using COPY, EXCHANGE, IFORMAT, LIBRFILE (CIRCLE ONE)

1.2 MB 2D Diskette Double Sided Double Density (8 inch floppy diskette)

 Name of Contact Person / Phone Number

* Refer to machine record format for report name to find standards for record length, blocksize, or blocking factor.

REVISED 01/88

APPENDIX E
OTHER REQUIRED REPORTS

APPENDIX E
OTHER REQUIRED REPORTS

TABLE OF CONTENTS

Required by: Division of Community Colleges

1. BCN Course Numbering Request
2. EE-1 Educational Excellence
3. FG-1 Foreign Gifts Report
4. SD-1 Salary Discrimination Report
5. SFAR Student Financial Aid Report

Required by: Office of Educational Facilities

1. CO-2 (OEF 352) Twelve Month PECO Capital Outlay
Encumbrance Projection and Request for
Encumbrance Authorization
2. CO-4 (OEF 217) Request to State Board of Education for
Approval of Order of Priorities for
Expenditures of State Capital Outlay
Funds
3. CO-5 (OEF 218) Educational Plant Site Inspection
4. CO-6 (OEF 093) Education Plant Survey Resolution
5. CO-8 (OEF 216) Local Resolution Requesting Issuance of
State Board of Education Capital Outlay
Bonds
6. CO-9 (OEF 207) Comprehensive Safety Inspection
7. CO-10 (OEF 317) Fund Balances, Encumbrances, and
Disbursements for the Commissioner's
Legislative Capital Outlay Budget
Request
8. CO-11 (OEF 442) Public Education Capital Outlay (PECO):
Agency Cash Request and Expenditure

Required by: Center for Education Statistics

1. L IPEDS Libraries Survey

COURSE NUMBERING SYSTEM REQUEST

COLLEGE: _____

CNS Prefix & Number	Credit Hours	Course Headcount Fall 19__
BCN		
BCN		
BCN		
BCN		
BCN		
BCN		
BCN		
BCN		
BCN		
BCN		
BCN		
Total BCN Headcount		

Return to: Bureau of Information Systems
Division of Community Colleges
Department of Education
Knott Building
Tallahassee, Florida 32399

BCN

Instructions

Please supply us with a full-time head count and credit hours for each BCN course offered by institutions within your system for the Fall Semester of 1987. We want only the courses which have a Course Numbering System prefix of BCN. Also, provide us with a total head count for BCN courses for each institution.

If a course was not offered in the Fall of 1987, place an "N/A" (not applicable) in the head count column.

Sample

(Miami-Dade Community College)

<u>CNS Prefix & Number</u>	<u>Credit Hours</u>	<u>Course Headcount</u> <u>Fall 1987</u>
BCN 1205	3	25
BCN 2230	2	22
BCN 1251	3	N/A
	TOTAL BCN HEADCOUNT:	<u>47</u>

Time Line

Cecil Golden, Deputy Commissioner for Educational Planning, Budgeting and Management, has requested that this information be returned to this office by March 1.

566

DIVISION OF COMMUNITY COLLEGES
PLAN FOR MOVEMENT TOWARD EDUCATIONAL EXCELLENCE
FOR 1988 - 1989

College: _____

Indicator	Prior Year	Planning Year	Strategy to Achieve Objective
Title and Quantification	1987-88 Achievement	1988-89 Objective	
1. <u>Academic Scholarships and Fellowships</u> <u>Awarded to Graduates.</u>			
The number of degree recipients awarded academic scholarships by, through, or to the knowledge of the community college for further education.	\$ _____	\$ _____	
2. <u>CLast Scores.</u>			
Students who passed CLAST subtests is what percent of the students who took the CLAST?	READING	_____ %	_____ %
	WRITING	_____ %	_____ %
	COMPUTATION	_____ %	_____ %
	ESSAY	_____ %	_____ %
	ALL	_____ %	_____ %
3. <u>Findings of Follow-Up Studies of Graduates.</u>			
a. The mean, cumulative GPA of degree recipients attending SUS institutions.	- X _____	- X _____	
b. Vocational programs with placement rates of at least 70% is what percent of total vocational programs?	_____ %	_____ %	

DIVISION OF COMMUNITY COLLEGES
PLAN FOR MOVEMENT TOWARD EDUCATIONAL EXCELLENCE
FOR 1988 - 1989

College: _____

Indicator Title and Quantification	Prior Year 1987-1988 Achievement	Planning Year 1988-89 Objective	Strategy to Achieve Objective
<u>4. Licensure Examination of Graduates.</u>			
For each licensed occupation, students who passed licensure examinations is what percent of the examinees?			
COSMETICIAN	_____%	_____%	
DENTAL HYG.	_____%	_____%	
EMBALMER	_____%	_____%	
EMT	_____%	_____%	
FUNERAL DIR.	_____%	_____%	
LAND SURVEY	_____%	_____%	
LPN	_____%	_____%	
OPTICIAN	_____%	_____%	
PARAMEDIC	_____%	_____%	
RN	_____%	_____%	
<u>5. Percent of Degree Seeking Students Who Are Awarded Degrees.</u>			
Degrees conferred is what percent of students in degree programs the same year?	_____%	_____%	
<u>6. Percent of Students Who Complete Compensatory Instruction, then Continue to Receive Degrees or Certificates.</u>			
Of the students taking preparatory (compensatory) instruction since August 1984, what percent have received their degrees or certificates?			
COLLEGE PREP.	_____%	_____%	
VOCATIONAL PREP.	_____%	_____%	

DIVISION OF COMMUNITY COLLEGES
PLAN FOR MOVEMENT TOWARD EDUCATIONAL EXCELLENCE
FOR 1988-1989

College: _____

Indicator Title and Quantification	Prior Year 1987-1988 Achievement	Planning Year 1988-89 Objective	Strategy to Achieve Objective
7. <u>Average Full-Time Faculty Salary.</u> The mean, nine-month equivalent salary for full-time instructional personnel.	\$ _____	\$ _____	
8. <u>Number of National Merit Scholars Enrolled as First-Time-in-College Students.</u>	# _____	# _____	
9. <u>Percent of First-Time-in-College Students Who Ranked in the Top Tenth of their High School Graduating Classes.</u> College credit first-time-in-college students who ranked in the top tenth of their high school graduating classes is what percent of the college credit first-time-in-college enrollment?	_____ %	_____ %	
10. <u>Percent of Full-Time Faculty by Highest Earned Degree.</u> Full-time instructional personnel in each highest earned degree category is what percent of total full-time instructional personnel?	DOCTORATE MASTERS BACCALAUREATE LESS THAN BACCALAUREATE	_____ _____ _____ _____ %	_____ _____ _____ _____ %

DIVISION OF COMMUNITY COLLEGES
PLAN FOR MOVEMENT TOWARD EDUCATIONAL EXCELLENCE
FOR 1988 - 1989

College: _____

Indicator Title and Quantification	Prior Year 1987-1988 Achievement	Planning Year 1988-89 Objective	Strategy to Achieve Objective
11. <u>Results of Tests Administered to Students Entering Colleges for the First Time.</u>			
Students who achieved the minimum standards on common entry-level testing is what percent of the students who took the tests?	COLLEGE PREP. _____ % VOCATIONAL PREP. _____ %	_____ % _____ %	
12. <u>State Financial Aid per FTE Student.</u>			
Student financial assistance available from state funds equates to how much per FTE student?	\$ _____	\$ _____	
13. <u>Accreditation.</u>			
Was Southern Association of Colleges and Schools accreditation retained?	Retained? YES ___ NO ___	Retain	
14. <u>FTE Student/FTE Faculty Ratio</u>			
For each instructional category, FTE students per full-time equivalent teacher is what ratio?	A AND P _____ : VOCATIONAL _____ : ADULT GENERAL _____ : CIS _____ : OVERALL _____ :	_____ : _____ : _____ : _____ : _____ :	

DIVISION OF COMMUNITY COLLEGES
PLAN FOR MOVEMENT TOWARD EDUCATIONAL EXCELLENCE
FOR 1988 - 1989

College: _____

Indicator	Prior Year	Planning Year	Strategy to Achieve Objective
Title and Quantification	1987-1988	1988-89	
	Achievement	Objective	
15. <u>Library Expenditures per FTE Student.</u>			
Learning resource center operating expenditures, including personnel costs, current operating costs, and operating capital outlay, equates to how much per FTE student?	\$ _____	\$ _____	
16. <u>Operating Expenditures per FTE Student.</u>			
College operating expenditures, including personnel costs, current operating costs, and operating capital outlay, equates to how much per FTE student?	\$ _____	\$ _____	
17. <u>Progress Toward The Faculty and Administrator Goals of the State Plan for EA/ED.</u>			
Black, other minority, and female personnel are what percents of the personnel in the classifications of instructional, executive/administrative/managerial, and other professional?	BLACK INSTR.	_____ %	_____ %
	BLACK E/A/M	_____ %	_____ %
	BLACK OP	_____ %	_____ %
	OTHER MINORITY INST.	_____ %	_____ %
	OTHER MINORITY E/A/M	_____ %	_____ %
	OTHER MINORITY OP	_____ %	_____ %
	FEMALE INSTR.	_____ %	_____ %
	FEMALE E/A/M	_____ %	_____ %
FEMALE OP	_____ %	_____ %	

DIVISION OF COMMUNITY COLLEGES
PLAN FOR MOVEMENT TOWARD EDUCATIONAL EXCELLENCE
FOR 1988 - 1989

College: _____

Indicator Title and Quantification	Prior Year 1987-1988 Achievement	Planning Year 1988-89 Objective	Strategy to Achieve Objective
18. <u>Progress Toward the Student Goals of the State Plan for EA/EO.</u>			
Black and white students in the fall term who graduated from public high schools in the district in the previous school year are what percents of such graduates?	BLACK WHITE	_____% _____%	_____% _____%
19. <u>Program, School, or College Rank.</u>			
Published opinions from questionnaires about the quality of the college, its programs, or its units.			

PREPARED BY: _____

DATE PREPARED: _____

ADDENDUM _____

(from plan)

College: _____

Strategy to Achieve Objective # _____ for 1988-89.

E.I.I

579

DIVISION OF COMMUNITY COLLEGES
REPORT OF PROGRESS TOWARD EDUCATIONAL EXCELLENCE
FOR 1987 - 1988

College: _____

Indicator Title and Quantification	Prior Year 1986-87 Achievement	Reporting Year 1987-88 Objective	Reporting Year 1987-88 Achievement
1. <u>Academic Scholarships and Fellowships Awarded to Graduates.</u> The number of degree recipients awarded academic scholarships by, through, or to the knowledge of the community college for further education.	# _____	# _____	# _____
2. <u>CLAST Scores.</u> Students who passed CLAST subtests is what percent of the students who took the CLAST?	READING _____ % WRITING _____ % COMPUTATION _____ % ESSAY _____ % ALL _____ %	_____ % _____ % _____ % _____ % _____ %	_____ % _____ % _____ % _____ % _____ %
3. <u>Findings of Follow-Up Studies of Graduates.</u> a. The mean, cumulative GPA of degree recipients attending SUS institutions.	- X _____	- X _____	- X _____
b. Vocational programs with placement rates of at least 70% is what percent of total vocational programs?	_____ %	_____ %	_____ %
4. <u>Licensure Examination of Graduates.</u> For each licensed occupation, students who passed licensure examinations is what percent of the examinees?	COSMETICIAN _____ % DENTAL HYG. _____ % EMBALMER _____ % EMT _____ % FUNERAL DIR. _____ % LAND SURVEY _____ % LPN _____ % OPTICIAN _____ % PARAMEDIC _____ % RN _____ %	_____ % _____ % _____ % _____ % _____ % _____ % _____ % _____ % _____ % _____ %	_____ % _____ % _____ % _____ % _____ % _____ % _____ % _____ % _____ % _____ %
5. <u>Percent of Degree-Seeking Students Who Are Awarded Degrees.</u> Degrees conferred is what percent of students in degree programs the same year?	_____ %	_____ %	_____ %
6. <u>Percent of Students Who Complete Compensatory Instruction, then Continue to Receive Degrees or Certificates.</u> Of the students taking preparatory (compensatory) instruction since August 1984, what percent have received their degrees or certificates?	COLLEGE PREP. _____ % VOCATIONAL PREP. _____ %	_____ % _____ %	_____ % _____ %

DIVISION OF COMMUNITY COLLEGES
REPORT OF PROGRESS TOWARD EDUCATIONAL EXCELLENCE
FOR 1987 - 1988

College: _____

Indicator Title and Quantification	Prior Year 1986-87 Achievement	Reporting Year 1987-88 Objective	Reporting Year 1987-88 Achievement
7. <u>Average Full-Time Faculty Salary.</u> The mean, nine-month equivalent salary for full-time instructional personnel.	\$ _____	\$ _____	\$ _____
8. <u>Number of National Merit Scholars Enrolled as First-Time-in-College Students.</u>	# _____	# _____	\$ _____
9. <u>Percent of First-Time-in-College Students Who Ranked in the Top Tenth of their High School Graduating Classes.</u> College credit first-time-in-college students who ranked in the top tenth of their high school graduating classes is what percent of the college credit first-time-in-college enrollment?	_____ %	_____ %	_____ %
10. <u>Percent of Full-Time Faculty by Highest Earned Degree.</u> Full-time instructional personnel in each highest earned degree category is what percent of total full-time instructional personnel?	DOCTORATE _____ % MASTERS _____ % BACCALAUREATE _____ % LESS THAN BACCALAUREATE _____ %	_____ % _____ % _____ % _____ %	_____ % _____ % _____ % _____ %
11. <u>Results of Tests Administered to Students Entering Colleges for the First Time.</u> Students who achieved the minimum standards on common entry-level testing is what percent of the students who took the tests?	COLLEGE PREP. _____ % VOCATIONAL PREP. _____ %	_____ % _____ %	_____ % _____ %
12. <u>State Financial Aid per FTE Student.</u> Student financial assistance available from state funds equates to how much per FTE student?	\$ _____	\$ _____	\$ _____

DIVISION OF COMMUNITY COLLEGES
REPORT OF PROGRESS TOWARD EDUCATIONAL EXCELLENCE
FOR 1987 - 1988

College: _____

Indicator Title and Quantification	Prior Year 1986-87 Achievement	Reporting Year 1987-88 Objective	Reporting Year 1987-88 Achievement
13. Accreditation.			
Was Southern Association of Colleges and Schools accreditation retained?	Retained? YES___ NO___	Retain	Retained YES___ NO___
14. FTE Student/FTE Faculty Ratio			
For each instructional category, FTE students per full-time equivalent teacher is what ratio?	A AND P VOCATIONAL ADULT GENERAL CIS OVERALL	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
15. Library Expenditures per FTE Student.			
Learning resource center operating expenditures, including personnel costs, current operating costs, and operating capital outlay, equates to how much per FTE student?	\$ _____	\$ _____	\$ _____
16. Operating Expenditures per FTE Student.			
College operating expenditures, including personnel costs, current operating costs, and operating capital outlay, equates to how much per FTE student?	\$ _____	\$ _____	\$ _____
17. Progress Toward the Faculty and Administrator Goals of the State Plan for EA/ED.			
Black, other minority, and female personnel are what percents of the personnel in the classifications of instructional, executive/administrative/managerial, and other professional?	BLACK INSTR. BLACK E/A/M BLACK OP OTHER MINORITY INST. OTHER MINORITY E/A/M OTHER MINORITY OP FEMALE INSTR. FEMALE E/A/M FEMALE OP	_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____

DIVISION OF COMMUNITY COLLEGES
REPORT OF PROGRESS TOWARD EDUCATIONAL EXCELLENCE
FOR 1987 - 1988

College: _____

Indicator <u>Title and Quantification</u>	Prior Year 1986-87 <u>Achievement</u>	Reporting Year 1987-88 <u>Objective</u>	Reporting Year 1987-88 <u>Achievement</u>
--	---	---	---

18. Progress Toward the Student Goals of the State Plan for EA/EO.

Black and white students in the fall term who graduated from public high schools in the district in the previous school year are what percents of such graduates?

BLACK	_____ %	_____ %	_____ %	_____ %
WHITE	_____ %	_____ %	_____ %	_____ %

19. Program, School, or College Rank.

Published opinions from questionnaires about the quality of the college, its programs, or its units.

PREPARED BY: _____

DATE PREPARED: _____

Foreign Gifts Report

FG-1

Purpose

Section 240.138, Florida Statutes, requires community colleges to report the terms, restrictions, and requirements of endowments, gifts, grants, contracts, and property exceeding \$100,000 per fiscal year from a foreign government or foreign citizen.

Instructions

1. Complete one report form for each gift. Enter both years of fiscal year; i.e., 1988-89; number of pages.
2. Donor - The name of the foreign government when from a government, or the name of the foreign country when from a foreign citizen or organization.
3. Type - The nature of the endowment, gift, grant, contract, or property.
4. Value - The dollar value of the endowment, gift, grant, contract, or property.
5. Date - The date of receipt of the endowment, gift, grant, contract or property.
6. Terms - The terms, restrictions, and requirements, including details of any conditions, matching provisions, or designations.
7. Use - How the endowment, gift, grant, contract, or property will be used.
8. Mail to:

Bureau of Information Systems
Division of Community Colleges
Department of Education
Knott Building
Tallahassee, Florida 32399

FG-1

(Over for Report)

DIVISION OF COMMUNITY COLLEGES
FOREIGN GIFTS REPORT

Fiscal Year: _____ College: _____

1. Donor:

2. Type:

3. Value:

4. Date:

5. Terms:

6. Use:

Prepared by

President's Signature

Date

FG-1, 1/85

585

SALARY DISCRIMINATION INFORMATION

1. Has your college established rules and/or procedures to eradicate employee salary discrimination on the basis of gender, race, or physical handicap?

_____ Yes (Attach copy of applicable rules and/or procedures). NOTE: To establish procedures to eradicate requires that discrimination does exist. If the college has no discrimination, it thereby would have no need for a plan.

_____ No

2. As of the date of your reporting, do any salary inequities on the basis of gender, race or physical handicap exist at your college?

_____ Yes (Indicate frequencies of inequities in the appropriate cells of the grid on page 2).

_____ No

3. For each situation noted per item 2 above, describe the nature of the inequity and provide an explanation of your plan to eradicate the inequity. Please complete page 2. Include the date(s) for completion of the plan.

Please mail completed pages 1 and 2 to:

Bureau of Information Systems
Division of Community Colleges
Department of Education
Tallahassee, Florida 32399

COLLEGE EMPLOYEE CLASSIFICATIONS

Nonhandicapped

Employment Categories*	MALE					FEMALE				
	White	Black	His-panic	Asian	Am. Indian	White	Black	His-panic	Asian	Am. Indian
Faculty										
Instructional Administrator										
Executive/Administrative/Managerial										
Professional Nonfaculty										
Secretarial/Clerical										
Technical/Paraprofessional										
Skilled Crafts										
Service/Maintenance										

Handicapped

Employment Categories*	MALE					FEMALE				
	White	Black	His-panic	Asian	Am. Indian	White	Black	His-panic	Asian	Am. Indian
Faculty										
Instructional Administrator										
Executive/Administrative/Managerial										
Professional Nonfaculty										
Secretarial/Clerical										
Technical/Paraprofessional										
Skilled Crafts										
Service/Maintenance										

*Categories correspond to those defined for the Annual Personnel Report (APR).

College: _____

Report Prepared by: _____ Date: _____

Signature: _____
Chairman, Board of Trustees

STUDENT FEE/STUDENT AID

Report for Period

July 1, 1986 to June 30, 1987

College: _____

SUMMARY OF FEES COLLECTED

(a) \$ _____ Were collected from students for financial aid.
(b) \$ _____ Were transferred from general current fund.
(c) \$ _____ Total
(d) \$ _____ Total tuition/matriculation fees collected.

* ☒ Up to 25% or \$50,000 whichever is greater, of the funds collected from students/transferred from general current fund for financial aid may be spent for extra curricular criteria.

* Line (a) divided by line (d) must not exceed .05 (5%).

* Line (b) may not exceed the difference between line (a) and \$50,000.

* Line (c) is the sum of lines (a) and (b).

EXPENDITURES BY CRITERION

Criterion: Extra Curricular

Brief description of each category.

Athletics:

Public Service:

Cultural Arts:

Other (extra curricular):

	Athletics	Public Service	Cultural Arts	Other	Total
Number of Awards					
Amount of Awards					☒

Criterion: Financial Need

Brief description of criteria.

Total number of awards: _____

Total amount of awards: \$ _____

A minimum of 50% of the remainder when Total amount awarded for extra curricular is subtracted from line (c) on the reverse side must be based upon absolute need.

Criterion: Academic Merit

Brief description of criteria.

Total number of awards: _____

Total amount of awards: \$ _____

Of the number of students receiving financial aid awards based on absolute need pursuant to 240.35(6), F.S., _____ part-time students received an award(s). The number of full-time students in this category receiving an award(s) were _____.

Signed: _____

Date: _____

589

**FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES
12-MONTH PECO CAPITAL OUTLAY
PROJECT & REQUEST FOR
ENCUMBRANCE AUTHORIZATION**

1 Agency/District Name	2 Agency Number	3 Fund Name: (Circle one) Constitutional PECO Capital Improvement Energy General Revenue PECO Miscellaneous	6 Agency/District Contact Signature _____	OEF USE ONLY
4 12 Month Project Period From ____/____/____ to ____/____/____	5 Date Completed ____/____/____	7 Telephone (____) _____ SunCom _____		

8 PECO Project Identification				9 Agency Application						
(A) FY Approp- riation	(B) Division Number	(C) Code Number	(D) Project Name	(A) Description (Limit to 15 Characters)	(B) OEF Number	(C) Phase	(D) Amount Requested	(E) Date Encumbrance Needed	(F) Survey Pg # Sup Surv Date	(G) Each Project Less Than \$100,000

COMPLETE ITEMS 10., 11., AND 12. ON LAST PAGE ONLY.

10. Total Amount Requested for Month: \$ _____

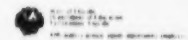
11. Month _____

12. Amount _____

OEF 352
Exp 06/30/88

(Instructions on Reverse)

Page ____ of ____



E.23

INSTRUCTIONS

GENERAL INSTRUCTIONS

1. Prepare a separate form for each fund in the PECO CO&DS Trust Fund listed on OEF 442. This report requires the agency to provide a 12-month projection on a monthly basis containing: (a) detailed information on the initial month; and (b) an estimated summary amount for each of the next 11 months.
2. Submit forms monthly to:

Florida Department of Education
Office of Educational Facilities
Knott Building
Tallahassee, Florida 32399-0400

SPECIFIC INSTRUCTIONS

1. Agency/District Name Enter the agency or district name.
2. Agency Number Enter the agency number.
3. Fund Name Circle one
4. 12 Month Project Period Enter beginning month for which project detail will be provided in 8 and 9, and last month of 12 month cycle.
5. Date Completed Enter date completed.
6. Agency/District Contact Signature Enter signature of the designee responsible for submission of this report.
7. Telephone Enter the telephone number (and SunCom number if available) to be called for questions concerning this report.
8. PECO Project Identification (Enter information exactly as listed on OEF 442)
 - (A) FY Appropriation Enter Fiscal Year appropriation (BXXB).
 - (B) Division Number Enter the division number.
 - (C) Code Number Enter the code number.
 - (D) Project Name Enter the project name.
9. Agency Application
 - (A) Description Describe the facility or use for which an Encumbrance Authorization is requested. Be consistent and use the name given in the facilities survey and on the architectural plans. If the project is for more than one plant include the names of all plants (EXCEPT MAINTENANCE FUNDS).

(B) OEF Number

Enter OEF# as assigned by the DOE Architectural Section. This number was assigned when preliminary plans were submitted to OEF. THIS NUMBER MUST BE ON EACH ENCUMBRANCE REQUEST FOR PROJECTS THAT REQUIRE ARCHITECTURAL PLAN APPROVAL. Record the number which indicates the phase of project completion which will result from the Encumbrance Authorization.

(C) Phase

- | | |
|---|---|
| 05 Repayment of Projects or Loans | 55 Improvement to leased building or land |
| 10 Acquisition | 60 Restoration not covered by insurance |
| 15 Site | 65 Complete |
| 20 Water supply and sewerage, existing site | 70 Complete except site |
| 25 Planning | 75 Site & planning |
| 30 Construction | 80 Site, planning & construction |
| 35 Equipping | 85 Planning & construction |
| 40 Renovation & repair | 90 Construction & equipping |
| 45 Remodeling | 95 Acquisition, renovation, repair |
| 50 Replacement of Roofs | |

(D) Amount Requested

Indicate the amount of funds requested for each Encumbrance Authorization. Show a requested decrease in (). If no amount is requested, enter "No Encumbrance Authorization Requested."

(E) Date Encumbrance Needed

Enter the month, day, and year by which the Encumbrance Authorization is needed and allow at least two weeks from date received by OEF.

(F) Survey Date and Page

Enter the survey date and page indicating that the project has been survey approved.

(G) Each Project < \$100,000

Architectural plans are required (Except Maintenance Funds) unless each project is less than \$100,000.

10. Total Amount Requested for Month

Total of Column (D)

11. Month

For each of the remaining 11 months enter the name of each month.

12. Amount

Enter the projected amount needed in that month for Encumbrance Authorizations. This projected amount can be adjusted by the agency each month as necessary.

FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES

REQUEST TO STATE BOARD OF EDUCATION FOR APPROVAL OF ORDER OF
PRIORITIES FOR EXPENDITURE OF STATE CAPITAL OUTLAY FUNDS

COMMUNITY/JUNIOR COLLEGE

In accordance with the provisions of the School Capital Outlay Amendment, Section 9(d), Article XII, State Constitution, as amended, and of rules contained in Chapter 6A-2, Florida Administrative Code, based thereon and relating to the order of priorities of capital outlay projects financed from funds derived under the Amendment, approval of the State Board of Education is hereby requested for the attached list of college capital outlay projects.

The District Board of Trustees of _____ Community/Junior College certifies this list of projects and the order of priorities assigned are based on: (a) an educational plant survey made under Florida Statutes and State Board of Education Administrative Rules dated _____, 19____, as amended; (b) rules of the Florida Administrative Code relating to priorities of projects; and (c) other pertinent information relating to capital outlay needs of this Community/Junior College.

As said funds are made available, the said Board proposes to carry out these projects as nearly as practicable in the order given, subject to changes as provided in the Florida Statutes and the Florida Administrative Code.

Projects are placed in the proper category according to the following:

- I. Completed. Once a Certificate of Final Inspection (CFI) has been issued or a project not requiring a CFI has been completed, the project is placed in the completed category. This project is eligible for the expenditure of state funds during the fiscal year in which the CFI is issued or the project is completed, whichever is applicable, and for one additional fiscal year thereafter. After this, the project no longer is listed unless there are outstanding encumbrances. Completed projects are identified by only the project priority list (PPL) number and CFI or completion date, whichever is applicable.
- II. Under Construction. Once a contract or purchase order has been executed for a project, the project is placed in the under construction category. This project remains there until the CFI is issued or the project is completed, whichever is applicable.
- III. Planned. While a project is in the planning stage and approval is being requested of the State Board of Education so that state capital outlay funds may be expended on it, a project is placed in the planned category. This project remains there until a contract or purchase order is executed for the project.
- IV. Deleted. When no contract or purchase order has been executed for a project at the beginning of a new five-year educational plant survey or the Board of Trustees no longer wants to construct a project, the project is placed in the deleted category. Deleted projects are identified by only the PPL number.

Adopted by the District Board of Trustees of _____ Community/Junior College on _____, 19____.

ATTEST: _____
President

Submit five (5) signed copies to:

Office of Educational Facilities
Educational Facilities Planning and Evaluation Section
Florida Department of Education
Knott Building
Tallahassee, Florida 32399

OF 217 (CO-4)
Exp. 06/30/88

594

595 Page 1 of ____

FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES

PROJECT PRIORITY LIST

_____ College
_____, 19__

(1) PROJECT PRIORITY LIST NO.	(2) PRIORITY RATING LETTER	(3) DESCRIPTION OF PROJECT	(4) ESTIMATED COST

See instructions on back.
Use additional sheets as necessary.

Page ____ of ____

INSTRUCTIONS FOR PROJECT PRIORITY LIST

- A. Categories of projects are listed in the following order: (1) completed, (2) under construction, (3) planned, and (4) deleted. See page 1 (cover sheet), Request to State Board of Education for Approval of Order of Priorities for Expenditure of State Capital Outlay Funds, for further information.
- B. Columns contain the following information:
 1. Column 1: Project priority list number as designated by college. No number is to be reused within the five-year period of an educational plant survey.
 2. Column 2: Priority rating letter assigned in accordance with Rule 6A-2.0206, FAC. Projects using any CO&DS funds must have priority letter. Projects using no CO&DS funds do not have priority letter.
 3. Column 3: Description of project based on one or more educational plant survey recommendations, including custodial and sanitation facilities when required. Recommendations must be stated exactly as written in the survey, except final parenthetical statements for remodeling recommendations are omitted. It is helpful to reference recommendation numbers from the survey report.
 4. Column 4: Estimated cost as calculated by college.
- C. For projects financed completely or partially by CO&DS funds or revenues, interest, and proceeds from SBE bond issues, derived under the provisions of Section 9(d), Article XII, State Constitution, as amended:
 1. They must have a priority rating letter.
 2. They must be based on survey recommendations.
 3. All "A" priority projects, which have first priority in eligibility for expenditure of CO&DS and SBE bonds funds, must be listed before any "B" priority projects are listed. "B" priority items may be included in an "A" priority project providing the project includes a majority of "A" type facilities and is constructed under a single contract.
 4. All "B" priority projects must be listed before any "C" priority projects are listed. "B" priority projects are eligible for expenditure of CO&DS and SBE bonds after all "A" projects have been completed.
 5. "C" priority projects are eligible for expenditure of CO&DS and SBE bonds funds after all "A" and "B" projects have been completed.
 6. Exceptions to priority requirements are explained in Rule 6A-2.0206(2), Rule 6A-2.0206(3), and Rule 6A-2.0207(3), FAC.
- D. Projects financed entirely by funds other than CO&DS or revenues, interest, and proceeds from SBE bond issues, derived under the provisions of Section 9(d), Article XII, State Constitution, as amended:
 1. Do not have priority rating letters.
 2. Must be based on survey recommendations unless the project already has received an exceptional line-item appropriation from the Legislature.
 3. Must state the fund source (such as PECO, local, or federal), if anticipated, or cite the specific legislative appropriation, if already received, except for funds provided under Section 235.435(1), F.S.
- E. Regular collegewide projects:
 1. Standard survey recommendations for correction of safety, health, and sanitation deficiencies; modifications for the physically disabled; replacement of roofs and membranes; and replacement or purchase of furnishings and equipment, are listed as separate projects. Each may be listed as single ongoing projects or separate annual projects, whichever the college prefers.
 2. Include standard survey recommendations for provision of custodial and sanitation facilities as part of each project requiring them.
 3. Projects based on standard recommendations are stated exactly as written in the survey. They are aggregate projects which cover all needs related to the standard recommendation.
 4. Funds received according to Section 235.435(1), F.S., are listed as a separate project named "Remodeling, renovation, maintenance, repair, and site improvement. Funds provided under Section 235.435(1), F.S." These funds may be listed as a single ongoing project or separate annual projects, whichever the college prefers.

Submit five (5) copies to: Office of Educational Facilities
Educational Facilities Planning and Evaluation Section
Florida Department of Education
Knott Building
Tallahassee, Florida 32399

Return three copies of completed form to
Office of Educational Facilities
Educational Facilities Planning and
Evaluation Section
Florida Department of Education
Knott Building
Tallahassee, Florida 32399-0400

FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES
EDUCATIONAL PLANT SITE INSPECTION

School Board of _____ County, Florida

A In accordance with Section 235.19, Florida Statutes, and the Rule 6A-2.039, FAC, a proposed school site has been selected and is further described as follows:

- 1 This proposed site is to be used for _____ as referred to in Educational Plant Survey Report, dated _____, page _____, Supplement dated _____, 19____; or
(identification of school/grades)
- 2 This site is not recommended in the current Educational Plant Survey, but according to our long-range comprehensive educational plant plans, we would like to use it for _____
- 3 This site is to be (purchased) (lease-purchased) (gift) (leased for more than one year) _____
- 4 This site is located in a flood plain area. ☐ Yes ☐ No (Section 235.26, F.S.)
- 5 This site coordinated with _____ in _____ (Section 235.193, F.S.).
(planning agency) (month and year)
- 6 Written agreement reached with _____ in _____ to provide necessary traffic control and safety devices required by law.
(planning agency) (month and year)
- 7 Written agreement reached with _____ in _____ to provide fire and police protection.
(planning agency) (month and year)
- 8 Written agreement reached with _____ in _____ for primary roads and emergency access to the site.
(planning agency) (month and year)
- 9 Written agreement reached with (a) _____ in _____
(b) _____ in _____
(c) _____ in _____
(agency or on-site) (month and year)
for the provision of (a) electricity, (b) water, and (c) sewage disposal
10. Written agreement reached with _____ in _____ to provide adequate drainage.
(agency) (month and year)
11. (a) Estimated cost (above purchase price) to make site usable (grading, piling, on-site water/sewage, etc.) _____ (b) Soil test (borings) indicate suitability for building: ☐ Yes ☐ No.
12. Site free of right-of-way easements: ☐ Yes ☐ No If no, explain _____
13. Number of acres on site _____, ultimate student capacity _____. If site is under minimum requirements of Rule 6A-2.039, FAC, attach waiver request, OEF 257, and required evidence as provided in Rule 6A-2.039(1)(b), FAC.
14. Name of city, community, or subdivision _____
15. Property locally known as _____
16. The legal document to have a reverter clause: ☐ Yes ☐ No
17. Was site ever used as a land fill? ☐ Yes ☐ No

B. Description and location with respect to nearest streets or roads, shown on attached sketch: (include dimensions, nearest major street or road, distances from roads and streets shown).

C. It is requested that this site be inspected by a staff member of the Office of Educational Facilities in order to establish eligibility for expenditure of State Capital Outlay Funds at this site.

Date: _____, 19____

President/Supintendent

OEF 218
Exp. 06/30/89

E. 29

State of Florida
Department of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer



(Sections D., E., and F. are to be completed by the Office of Educational Facilities)

D. Location of site is approved: ☐ Yes ☐ No Approved by _____ Date _____

E. Report of site inspection by staff member(s): *

16. The following comments are made with respect to the information given in Section A: _____

17. a. Location features (yes, no, or type)

Adjoins right of way of railroad

Adjoins right of way of highways

Under flight pattern

Adjacent to factory

Adjacent to property with interference

to the school program by noise

to the school program by odor

Could be expanded

Utilities available: Water

Sewage

Electricity

Gas

b. Physical features (yes or no)

Flood plain area

Well drained

Sink holes

Reasonably free of mud

Soil adapted to landscaping

Soil adapted to physical education purposes

Shape of site adapted to educational purposes

Adequate street access for bus traffic

Adequate street access for auto traffic

18. Right-of-way restrictions: _____

19. Date of inspection _____

Inspected by: _____

F. Action by Office of Educational Facilities **

Based on information furnished hereon, and other survey records, this site (is) (is not) approved for:

(Purchase) (lease purchase) (lease for more than one year) and is approved for expenditure of State Capital Outlay Funds.

Stipulations: _____

Betty Castor
Commissioner of Education

By _____

Date _____

* The Technical Facilities Development and Management Unit will arrange with a staff member for making the inspection and will furnish him with one copy of the inspection request. Section E. is to be completed by the inspector.

** The Technical Facilities Development and Management Unit will complete the report and distribute: One copy to the requesting board, one copy to the Educational Facilities Planning and Evaluation Section file, and one copy to the Architectural Facilities Planning Section.

**FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES
EDUCATIONAL PLANT SURVEY RESOLUTION
Community/Junior College Board of Trustees**

COLLEGE

BE IT RESOLVED, THAT:

1. The Office of Educational Facilities is requested to conduct a survey to determine the educational plant status and needs of _____ Community/Junior College at an early date.
2. The Board agrees to:
 - (a) Take every step practicable to assure the full cooperation of the college faculty, staff, and students in conducting the survey
 - (b)
 1. Pay the travel expenses of members of the survey team from their respective places of employment to the county seat, necessary vicinity and return; such travel to be paid on the basis of standard state mileage rates plus necessary toll charges, if any, actual cost of commercial carrier, rental car or State Motor Pool vehicle
 2. Pay living expenses of the survey team members from the time of their departure to the time of their return on the basis of standard state per diem rates. It may be necessary, as provided in Section 4F, DOE Policies and Procedures, for the Board to pay actual living expenses of the survey team in those instances where seasonal costs are so high that standard per diem rates are not adequate to reimburse for actual living expenses
 - (c) Provide transportation for members of the survey team to visit facilities and conduct the necessary field work
 - (d) Provide accurate and complete data concerning the number of students, existing buildings, and sites as well as other information needed by the survey team
 - (e) Provide necessary clerical assistance for the survey team
 - (f) Preserve as records all maps prepared for the survey team.
3. This request is made by this Board with the understanding that the Office of Educational Facilities will:
 - (a) In agreement with the Board, set a date for the survey field work as soon as practicable
 - (b) Arrange for a qualified survey team to study the educational plant problems and needs of the college
 - (c) Prepare and present a written report to the Board of the findings and the recommendations of the survey team
 - (d) Assist the Board in explaining, interpreting, and implementing the survey report
 - (e) Pay the travel and per diem expenses for the survey personnel other than the Florida Department of Education personnel involved in subsequent supplemental surveys.

Adopted this _____ day of _____, 19 ____ by the Board
of Trustees _____ Community/Junior College.

ATTEST:

Signed: _____
Chairman of the Board

President and Secretary of Board

Return one (1) copy to: Office of Educational Facilities
Planning and Evaluation Section
Knott Building
Tallahassee, Florida 32399

E.31



State of Florida
Department of Education
Tallahassee, Florida

Return two copies with original signatures to:
Educational Facilities Planning and Evaluation Section
Office of Educational Facilities
Florida Department of Education
K-100 Building
Tallahassee, Florida 32399-0400

AMENDMENT NO. _____
BOND SERIES _____

FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES
CAPITAL OUTLAY BOND ISSUE (COBI) AMENDMENT

A RESOLUTION AMENDING SECTION 1(b) OF A RESOLUTION ENTITLED:

"A RESOLUTION OF THE BOARD OF _____ COUNTY, FLORIDA/JUNIOR/COMMUNITY COLLEGE, REQUESTING THE ISSUANCE BY THE STATE BOARD OF EDUCATION OF FLORIDA OF \$ _____ CAPITAL OUTLAY BONDS FOR AND ON BEHALF OF SUCH BOARD FOR THE PURPOSES HEREINAFTER STATED," HERETOFORE ADOPTED.

WHEREAS, pursuant to Article XII, Section 9, Subsection (d) of the Florida Constitution of 1968, approved at the general election of November, 1968, as amended at the general election of November, 1972 (herein collectively referred to as "Capital Outlay Amendment"), the State Board of Education of Florida is authorized to issue bonds payable solely as to both principal and interest from the funds provided for in said Capital Outlay Amendments for the purpose of financing capital outlay projects in the manner provided therein upon the application of the School Board of any School District and of the Board of Trustees of any Junior/Community College in the State of Florida; and

WHEREAS, this Board of _____ County, Florida/Junior/Community College, has heretofore adopted the resolution referred to by title above requesting the State Board of Education of Florida to issue \$ _____ Capital Outlay Bonds for and on behalf of the Board pursuant to the Capital Outlay Amendment for the purpose of financing the cost of capital outlay projects described in Section 1(b) of said resolution; and

WHEREAS, subsequent to the adoption of said resolution it has become necessary and in the best interest of this Board to change the projects set forth in said Section 1(b) of said resolution, now, therefore,

BE IT RESOLVED BY THE BOARD OF _____ COUNTY, FLORIDA/JUNIOR/COMMUNITY COLLEGE:

SECTION 1. That Section 1(b) of the resolution heretofore adopted on the _____ day of _____, 19____, and entitled:

A RESOLUTION AMENDING SECTION 1(b) OF A RESOLUTION ENTITLED:

"A RESOLUTION OF THE BOARD OF _____ COUNTY, FLORIDA/JUNIOR/COMMUNITY COLLEGE, REQUESTING THE ISSUANCE BY THE STATE BOARD OF EDUCATION OF FLORIDA OF \$ _____ CAPITAL OUTLAY BONDS FOR AND ON BEHALF OF SUCH BOARD FOR THE PURPOSES HEREINAFTER STATED."

be and the same is hereby amended to read as follows:

1"SECTION 1 . . . (b) It is essential and necessary in order to maintain the facilities in said District/Junior/Community College for said State Board of Education to issue \$ _____ Capital Outlay Bonds for and on behalf of the Board in order to finance the cost of acquiring, building, constructing, altering, remodeling, improving, enlarging, furnishing, equipping, maintaining, renovating, or repairing of the following capital outlay projects for purposes in said District/Junior/Community College, described and listed as follows in order of priority of need as approved by the State Board of Education:"



State of Florida
Department of Education
Tallahassee, Florida
Affirmative action/equal opportunity employer

OEF 216
Exp. 06/30/89

E. 33

Page 1 of 3

603

CAPITAL OUTLAY BOND ISSUE (COBI) AMENDMENT

[illegible]

CAPITAL OUTLAY BOND ISSUE (COBI) AMENDMENT

STATE OF FLORIDA

COUNTY OF _____

I, the undersigned Secretary of the Board of _____ County, Florida/Junior/ Community College do hereby certify that the foregoing constitutes a true and correct copy of a resolution duly adopted and entered in the minutes of said Board at a meeting held on the _____ day of _____, 19_____, A.D.

IN WITNESS WHEREOF, I have hereunto set my signature and official seal this _____ day of _____, 19_____, A.D.

Signed: _____
Secretary of the Board of _____
County, Florida/Junior/Community College

(SEAL)

Review of amendatory resolution shows all projects included to be eligible for expenditure of CO&DS and COBI Funds.

on _____

By _____
Educational Facilities Planning and Evaluation Section

Secretary of the State Board of Education and
Commissioner of Education

Instructions for Preparing Form SCOA-1, Local
Resolution Requesting Issuance of State Board
of Education Capital Outlay Bonds

1. Amount of the issue should be listed as the gross amount of bonds to be sold before any deduction for funding the reserve.
2. The description of projects must be exact and specific, as to project numbers, school centers, and facilities to be provided. Vague or ambiguous project descriptions do not meet the requirements of validation. Descriptions of projects may be as they appear on the project priority list unless a more detailed description is necessary. The amount of each project will not be listed, but a note to indicate partial funding from this source might be included. List only enough projects to use the net amount of bond proceeds anticipated after funding of the reserve.
3. List the projects in the same order in which they appeared on the project priority list previously submitted to the State Board and approved. Any deviation from this order must be fully explained and justified in a separate letter and will cause a delay for all districts to amend the project priority list for your district. Procedures to amend projects will be detailed later, but will only require amendment of the local resolution (Form SCOA-1) and not the State Board of Education resolution.
4. A motion to adopt this resolution must be duly passed and the resolution copied in the official minutes of the board.
5. All insertions must be written within the margin lines and in spaces provided.
6. Fill in all blanks with a typewriter except for signature. Do not use ink or pencil for insertions, corrections, or changes.
- * 7. The signature and seal, both of which must be original on each copy, must be clearly affixed on the resolution.
- * 8. Two complete and certified copies are to be returned to the Capital Outlay and Debt Service Section, Department of Education, Knott Building, Tallahassee, Florida 32399.

A RESOLUTION OF THE BOARD OF TRUSTEES OF _____
DISTRICT,
FLORIDA, REQUESTING THE ISSUANCE BY THE STATE BOARD OF EDUCATION
OF FLORIDA OF \$ _____ CAPITAL OUTLAY BONDS FOR AND
ON BEHALF OF SUCH BOARD FOR THE PURPOSES HEREINAFTER STATED.

WHEREAS, pursuant to Article XII, Section 9, Subsection (d) of the Florida Constitution of 1968, approved at the general election of November, 1968, as amended at the general election of November, 1972 (herein collectively referred to as "School Capital Outlay Amendment"), the State Board of Education of Florida is authorized to issue bonds payable solely as to both principal and interest from the funds provided for in said School Capital Outlay Amendment for the purpose of financing capital outlay projects for school purposes in the manner provided therein upon the application of the School Board of any School District and of the Board of Trustees of any Junior College District in the State of Florida; and

WHEREAS, this Board of Trustees of _____
_____ District, Florida, deems it necessary and essential that \$ _____ of such bonds be issued by said State Board of Education in order to finance capital outlay projects in the _____ District, Florida (hereinafter called "District"), as hereinafter set forth; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF _____
_____ DISTRICT, FLORIDA (hereinafter called "Board"):

SECTION 1. It is hereby found, declared and determined by this Board as follows, that:

(a) A survey has heretofore been made and is now in effect, under regulations prescribed by the State Board of Education, of the capital outlay school needs of said District which survey has been approved as required by said State Board of Education, and is now on file in the office of the Secretary of this Board and in the office of the State Board of Education at Tallahassee, Florida, which survey is by reference made a part of this resolution as fully and to the same extent as if incorporated verbatim herein.

(b) It is essential and necessary in order to maintain the community colleges in said District for said State Board of Education to issue \$ _____ Capital Outlay Bonds for and on behalf of the Board in order

to finance the cost of acquiring, building, constructing, altering, remodeling, improving, enlarging, furnishing, equipping, maintaining, renovating or repairing of the following capital outlay projects for school purposes in said District, described and listed as follows in order of priority of need as approved by the State Board of Education:

Project Number	Name of School Center, or Description of Location	Description of Project and List of Facilities Included
-------------------	--	---

Project Number	Name of School Center, or Description of Location	Description of Project and List of Facilities Included
-------------------	--	---

669

(c) The capital outlay projects described above shall have priority in the financing thereof in the order stated above, the same being the order of priority of needs of said capital outlay projects as shown in said survey heretofore referred to, and there being no other capital outlay projects for said District, as shown on said survey, having a higher order of priority of needs for said District.

SECTION 2. This Board does hereby request the State Board of Education to issue Capital Outlay Bonds for and on behalf of the Board pursuant to the School Capital Outlay Amendment, for the purpose of financing the cost of the capital outlay projects described in Section 1 (b) hereof. Said Capital Outlay Bonds shall have such date or dates of issue and date or dates of maturity, shall have such provisions for redemption prior to maturity, with or without premium, such place or places of payment, and such other details as the State Board of Education shall in its discretion determine, and the Capital Outlay Bonds shall be sold by the State Board of Education in the manner provided by the School Capital Outlay Amendment and the proceeds thereof shall be applied to the financing of the capital outlay projects described in Section 1 (b) hereof in the manner required by and as provided in the rules and regulations of the State Board of Education now existing or hereafter adopted.

SECTION 3. This Board does hereby agree and consent that it will fully comply with and abide by all rules, regulations and order of said State Board of Education now in existence or hereafter at any time made relative to the financing of said capital outlay projects, the application of the proceeds of the Capital Outlay Bonds, and the acquiring, building, constructing, altering, remodeling, improving, enlarging, furnishing, equipping, maintaining, renovating or repairing of said capital outlay projects, and all other matters relating thereto.

SECTION 4. In the event any balance of the proceeds of the Capital Outlay Bonds shall remain after the completion of the capital outlay projects described in Section 1 (b), and after the payment, or reservation of sufficient funds for the payment, of all cost thereof, then such unexpended balance of

such proceeds shall in the discretion of the State Board of Education, be deposited in the Reserve Account in the Sinking Fund for the payment of principal and interest on said Capital Outlay Bonds, or for the cost of other capital outlay projects described in said survey and for no other purpose.

SECTION 5. In the event that the priority of needs of capital outlay projects of the District as shown on said survey shall be hereafter changed upon the request of this Board and with approval as required by the State Board of Education, then the proceeds of such Capital Outlay Bonds may be used for the capital outlay projects having the highest priority of needs instead of the capital outlay projects described in Section 1 (b) hereof, in the manner provided in said School Capital Outlay Amendment and under such rules and regulations now existing or hereafter made by said State Board of Education.

SECTION 6. In the event the interest rates prevailing in the market place at the time the Capital Outlay Bonds are authorized for sale by the State Board of Education would not permit compliance with the parity test set forth in the Original Resolution in Section 5.01 and the coverage requirements set forth in Article XII, Section 9, Subsection (d) of the Constitution of the State of Florida, the Board hereby requests and authorizes the State Board of Education to issue a lesser principal amount of Capital Outlay Bonds on behalf of the Board, which would comply with such test and requirement at the prevailing interest rates anticipated by the Board of Education at the time the Bonds are authorized for sale by the State Board of Education, notwithstanding the authority to issue bonds in the principal amount set forth hereinabove.

SECTION 7. The Secretary of this Board is hereby directed to forthwith file a certified copy of this resolution with said State Board of Education and the proper officials of this Board are hereby authorized and directed to furnish any and all data, information, records or other documents or papers as shall be required or requested by said State Board of Education in connection with this resolution and the financing of the capital outlay projects described in this resolution.

SECTION 8. This resolution shall become effective immediately upon its adoption.

STATE OF FLORIDA

COUNTY OF _____

I, the undersigned Secretary of the Board of Trustees of _____ District, Florida, do hereby certify that the foregoing constitutes a true and correct copy of a resolution duly adopted and entered in the minutes of said Board at a meeting held on the _____ day of _____, 19____.

IN WITNESS WHEREOF, I have hereunto set my signature and official seal this _____ day of _____, 19____, A.D.

Signed: _____
Secretary of the Board of Trustees of

District, Florida

(S E A L)

SHEET _____ of _____

INSPECTION DATE _____

INSPECTOR SIGNATURE _____

TYPE INSPECTION

☐ FIRE SAFETY ☐ CASUALTY ☐ SANITATION

FLORIDA DEPARTMENT OF EDUCATION
COMPREHENSIVE SAFETY INSPECTION
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE 6A-2 PART III SECTION B

FISCAL YEAR 1987-88

PLEASE PRINT LEGIBLY OR USE TYPEWRITER

SCHOOL DISTRICT/JUNIOR/COMMUNITY COLLEGE _____

SCHOOL/FACILITY/CAMPUS _____

F.I.S.H./F.I.C.E. NUMBER _____

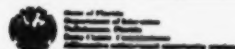
ADDRESS _____

Rule 6A-2		Priority	Location		Deficiency Description and Corrective Action Required	Scheduled for Correction Not Later Than*	Prior Fiscal Year Defi- ciency Status	Line Num- ber
Num- ber	Sub. Para.		Bldg. No.	Room Number				
								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12
								13
								14
								15
								16
								17
								18
								19

For K - 12 and Florida School for the Deaf and Blind ONLY: (Emergency Evacuation Drills Held Once Every Three Months ☐ Yes ☐ No
(Section 235.14, F.S., and Paragraph 6A-2.86, FAC):

Signature of Facility Administrator Attesting to Emergency Evacuation Drills and
Review of Report Acknowledging Awareness of Discovered Deficiencies

OF 207 (CO-9)
Exp. 06/30/88



*To be Completed by Facilities Director

INSTRUCTIONS FOR THE COMPLETION OF THE COMPREHENSIVE SAFETY INSPECTION REPORT

INSPECTION DATE	- The month, day, and year the inspection was completed.	DEFICIENCY DESCRIPTION AND CORRECTIVE ACTION REQUIRED (SECTION 235.06(1), F.S.)	- Use this column for information required to describe the deficiency, and to briefly describe the required corrective action.
INSPECTOR SIGNATURE	- Signature of the inspector making the inspection. Please type or print name beside signature.	*NOTE 1	When the same deficiency is found in several locations throughout a building, put in the building number and 0000 in the room number column. This will indicate that the same deficiency was found throughout the building.
TYPE INSPECTION	- Mark "X" in the appropriate box(es).	*NOTE 2	When the same deficiency is found in several buildings throughout the school, facility, or campus, put 00 in the building number column and 0000 in the room number column. This will indicate the deficiency is found in more than one building.
SCHOOL DISTRICT/JR.COM. COL.	- The name of the school district or junior/community college.	*NOTE 3	When a deficiency is found on the site, put 00 in the building number column and put the applicable code listed below in the room number column. Playground or Athletic Field -9699 Driveway or Parking Area -9698 Landscaped Area or Sidewalk -9599
SCHOOL/FACILITY/CAMPUS	- The name and address of the individual school, facility, or campus being inspected.	*NOTE 4	When a deficiency is found on the outside of the building, code in the number and put the applicable code listed below in the room number column. Roof -8089 Outside Wall -8088 Covered Walk -8087
F.I.S.H./F.I.C.E. NUMBER	- School Districts use their F.I.S.H. number. Community Colleges use 990 plus their F.I.C.E. number.	SCHEDULED FOR CORRECTION NOT LATER THAN (SECTION 235.06(1), F.S.)	- To be completed by the person responsible for scheduling the correction of deficiencies (Facilities Director) for the required scheduled date for each deficiency.
ADDRESS	- School, facility, or campus address.	EMERGENCY EVACUATION DRILLS (SECTION 235.14, F.S.) K - 12 AND FLORIDA SCHOOL FOR THE DEAF AND BLIND, ONLY	- Evacuation Drills shall be held at least once every three months. Mark "X" in the appropriate box.
6A-2 RULE NUMBER	- Enter the rule number of Chapter 6A-2. Example: Rule 6A-2.77 Electrical - put only 77 in this column, as 6A-2 is always the same regardless of the specific rule referred to.	SIGNATURE OF FACILITY ADMINISTRATOR	- Attesting to Emergency Evacuation Drills and review of report acknowledging that he is aware of discovered deficiencies.
6A-2 RULE SUBPARAGRAPH	- Enter the subparagraph of the specific rule referred to. Example: Rule 6A-2.78 sub. par. 1a - put only 1a in this column. (If no subparagraph number is required to describe the deficiency, leave space blank.)	PRIOR FISCAL YEAR DEFICIENCY STATUS	- Insert the word "corrected" for each deficiency corrected the prior fiscal year report (1986-87).
PRIORITY	- Enter one of the following as the priority for correction of deficiency. A. Imminent dangerous condition B. Causative factors C. Effective egress D. Early detection E. Prevention of the spread F. Protection equipment G. Making facilities accessible to the physically handicapped		Return by June 30, 1988 to: Florida Department of Education Plant Management and Insurance Office of Educational Facilities W.V. Knott Building Tallahassee, Florida 32399
LOCATION BUILDING NUMBER	- Enter the building number in which the deficiency is found. *See notes 1, 2, 3, and 4.		
LOCATION ROOM NUMBER	- Enter the room number in which the deficiency is found. *See notes 1, 2, 3, and 4.		

Return this form PRIOR to November 1, 1987 to:
Director, Budgeting and Financial Management
Office of Educational Facilities
Florida Department of Education
Knott Building
Tallahassee, Florida 32399-0400

AGENCY _____

FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES

FUND BALANCES, RECEIPTS, AND DISBURSEMENTS
1985-86 THROUGH 1988-89
FOR THE COMMISSIONER'S 1988-89
LEGISLATIVE CAPITAL OUTLAY BUDGET REQUEST

Name of Preparer: _____

Telephone No. of Preparer: _____

SUNCOM: _____

Signature of Agency Head: _____

Date of Signature: _____

GENERAL INSTRUCTIONS FOR FORM OEF 317

ALL FIGURES ENTERED SHOULD BE WHOLE DOLLARS. Be sure figures balance. Fund sources include library books and exclude transportation.

FUND	EXPLANATION
Federal	Enter all federal funds.
CO & DS	Enter all Capital Outlay & Debt Service Funds. Use estimate provided by the Florida Department of Education. Use the 1987-88 estimate for both the 1987-88 and 1988-89 CO&DS Funds.
SBE COBI Bonds	Enter all Capital Outlay Bond Funds.
PECO Fixed Cap. Outlay	Enter all PECO Fixed Capital Outlay Funds allocated under the provisions of 235.435(3).
PECO Maintenance	Enter all PECO Funds allocated under provisions of 235.435(1).
Other State	Enter any State funds from previous projects that do not fall in the above categories such as Community Education Projects (235.196), Joint Use Projects (235.195), Special Facilities Construction Account Projects (235.435(2)), etc.
LCIF	Enter all Local Capital Improvement Funds.
District School Millage	Enter all funds levied under the provisions of 236.25(2), and 236.31.
Local Bonds	Enter all local bond funds.
Special Race Track	Enter all Special Act (Race Track Bond) Funds.
Loans	Enter all 237.161 and 237.162 Loan Funds.
Other Local	Enter any other local funds.

Note: Fund Balances should agree with Annual Financial Report.

OEF 317
Exp. 07/31/88

617

618

COMMISSIONER'S CAPITAL OUTLAY BUDGET REQUEST

AGENCY _____

FORMS FOR BUDGET YEAR: 1988-89

Page 1

	1985-86	1986-87	CURRENT FISCAL YEAR - 1987-88 (ESTIMATED)			
FUND SOURCE	Cash Balance July 1, 1985	Cash Balance July 1, 1986	Cash Balance July 1, 1987	Receipt	Disbursement	
Column Totals						
Federal						
CO & DS						
SBE COBI Bonds						
PECO Fixed Cap. Outlay						
PECO Maintenance						
Other State						
LCIF						
District School Millage						
Local Bonds						
Special Race Track						
Loans						
Other Local						

BUDGET FISCAL YEAR - 1988-89 (ESTIMATED)

	Cash Balance July 1, 1988	JULY		AUGUST		SEPTEMBER	
FUND SOURCE		Receipt	Disbursement	Receipt	Disbursement	Receipt	Disbursement
Column Totals							
Federal							
CO & DS							
SBE COBI Bonds							
PECO Fixed Cap. Outlay							
PECO Maintenance							
Other State							
LCIF							
District School Millage							
Local Bonds							
Special Race Track							
Loans							
Other Local							

COMMISSIONER'S CAPITAL OUTLAY BUDGET REQUEST

AGENCY _____

FORMS FOR BUDGET YEAR: 1988-89

Page 2

BUDGET FISCAL YEAR - 1988-89 (ESTIMATED)

FUND SOURCE	OCTOBER		NOVEMBER		DECEMBER	
	Receipt	Disbursement	Receipt	Disbursement	Receipt	Disbursement
Column Totals						
Federal						
CO & DS						
SBE COBI Bonds						
PECO Fixed Cap. Outlay						
PECO Maintenance						
Other State						
LCIF						
District School Millage						
Local Bonds						
Special Race Track						
Loans						
Other Local						

BUDGET FISCAL YEAR - 1988-89 (ESTIMATED)

FUND SOURCE	JANUARY		FEBRUARY		MARCH	
	Receipt	Disbursement	Receipt	Disbursement	Receipt	Disbursement
Column Totals						
Federal						
CO & DS						
SBE COBI Bonds						
PECO Fixed Cap. Outlay						
PECO Maintenance						
Other State						
LCIF						
District School Millage						
Local Bonds						
Special Race Track						
Loans						
Other Local						

COMMISSIONER'S CAPITAL OUTLAY BUDGET REQUEST

AGENCY _____

FORMS FOR BUDGET YEAR: 1988-89

Page 3

BUDGET FISCAL YEAR - 1988-89 (ESTIMATED)

FUND SOURCE	APRIL		MAY		JUNE		Cash Balance June 30, 1989
	Receipt	Disbursement	Receipt	Disbursement	Receipt	Disbursement	
Column Totals							
Federal							
CO & DS							
SBE COBI Bonds							
PECO Fixed Cap. Outlay							
PECO Maintenance							
Other State							
LCIF							
District School Millage							
Local Bonds							
Special Race Track							
Loans							
Other Local							

623

622

FILE 28.585

FLORIDA DEPARTMENT OF EDUCATION
 OEF ACCOUNTING INFORMATION SYSTEM
 PROJECT DISBURSEMENT REQUEST REPORT AS OF 05/31/88
 TO BE RETURNED BY 06/30/88
 FULLY EXPENDED RECORDS BYPASSED

PAGE 17
 DATE 06/13/88
 TIME 16:33:16

AGENCY NAME
 TYPE P PROJECT INFORMATION
 FUND 00 CONSTITUTIONAL

RETURN OEF 442 TO: OFFICE OF EDUCATIONAL FACILITIES
 KNOTT BUILDING, TALLAHASSEE FLORIDA 32399

OEF

LOCAL

APPR D FISC I YEAR V	PROJ CODE	PROJECT NAME	CURRENT APPROPRIATION	AUTHORIZED ENCUMBRANCES	DISBURSEMENT AT PRESENT	TOTAL ENCUMBRANCE TO DATE	INTEREST EARNED THRU PRIOR MONTH	EXPENDITURE THROUGH PRIOR MONTH	ESTIMATED EXPENDITURES CURR/NEXT MONTH
8887 20 A249	NAME	MATH/SCIENCE P.C.E	221,700.00	221,700.00	152,000.00				
8788 20 A283		ROOF RENOVATE/REPLACE	750,000.00	750,000.00	14,089.00				
8788 20 A391		ENERGY MANAGEMENT PROGRAM	500,000.00	500,000.00	229,138.00				
8788 20 A392		CLSSRMS BLD.-SOUTH/ P	450,000.00	450,000.00	0.00				
8788 20 A393		COLLEGEWIDE RENOVATION	573,884.00	573,884.00	178,615.00				
8788 20 A394		SITE DEVELOPMENT,NORTH RENOVAT	500,000.00	500,000.00	87,701.00				
8788 20 A395		MATH/SCIENCE,NORTH RENOVATION	703,880.00	0.00	0.00				
8788 20 0407		MAINTENANCE REPAIR & RENOVATIO	427,785.00	427,785.00	29,191.00				
FUND 00 TOTAL			4,127,029.00	3,423,389.00	690,712.00				
AGENCY 202 TOTAL			4,127,029.00	3,423,389.00	690,712.00				

E.51

AUTHORIZING SIGNATURE:

THE ABOVE SIGNATURE CERTIFIES THAT EXPENDITURES LISTED ABOVE COMPLY WITH PROVISIONS OF SECTIONS 235.42(3) AND 235.28(4), FLORIDA STATUTES.
 OEF 442
 EXP. 06/30/88

DATE: / / PHONE: ()

624

625

LIBRARIES

Page 1 of 4
Form Approved
OMB No. 1850-0582
Approval Expires 12/88

Identification No.

Name of Respondent:

Title:

Phone Number:

PART A - NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1988

ITEM	LINE NO.	NUMBER
BRANCH LIBRARIES (EXCLUDE MAIN OR CENTRAL LIBRARY)	01	

PART B - LIBRARY STAFF, FALL 1988
(EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)

STAFF	LINE NO.	NUMBER OF FTE
LIBRARIANS	02	
ALL OTHER PAID STAFF	03	
CONTRIBUTED SERVICES STAFF	04	
STUDENT ASSISTANCE FROM ALL FUNDING SOURCES	05	
TOTAL FTE STAFF (SUM OF LINES 2 THROUGH 5)	06	

626

E.53

PART C - LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1988

CATEGORY	LINE NO.	AMOUNT (WHOLE DOLLARS ONLY)
SALARIES AND WAGES	07	\$
COLLECTIONS PRINT MATERIALS <i>(EXCLUDE SERIAL SUBSCRIPTIONS AND MICROFORMS)</i>	08	\$
CURRENT SERIAL SUBSCRIPTIONS <i>(INCLUDE ALL PHYSICAL FORMATS)</i>	09	\$
MICROFORMS <i>(EXCLUDE CURRENT SERIAL SUBSCRIPTIONS)</i>	10	\$
MACHINE READABLE MATERIALS	11	\$
AUDIOVISUAL MATERIALS	12	\$
OTHER	13	\$
ONLINE REFERENCE TRANSACTION DATABASE SEARCHES	14	\$
PRESERVATION	15	\$
EQUIPMENT FURNITURE AND EQUIPMENT	16	\$
COMPUTER HARDWARE	17	\$
COMMUNICATIONS POSTAGE	18	\$
TELECOMMUNICATIONS	19	\$
CONTRACTED COMPUTER SERVICES	20	\$
ALL OTHER OPERATING EXPENDITURES	21	\$
TOTAL OPERATING EXPENDITURES <i>(SUM OF LINES 7 THROUGH 21)</i>	22	\$

607

E.54

PART D - LIBRARY COLLECTIONS, FISCAL YEAR 1988

CATEGORY	LINE NO.	TOTAL NUMBER ADDED DURING FISCAL YEAR (1)	TOTAL NUMBER HELD AT END OF FISCAL YEAR (2)
BOOKS, BOUND SERIALS AND GOVERNMENT DOCUMENTS (INCLUDE BOUND PERIODICALS AND NEWSPAPERS AND EXCLUDE MICROFORMS)			
NUMBER OF VOLUMES	23		
NUMBER OF TITLES*	24		
NUMBER OF GOVERNMENT DOCUMENT TITLES* (NOT REPORTED ON LINES 23 AND 24)	25		
CURRENT SERIAL SUBSCRIPTIONS (INCLUDE PERIODICALS, NEWSPAPERS AND GOVERNMENT DOCUMENTS)			
NUMBER OF TITLES*	26		
MICROFORMS			
NUMBER OF BOOK TITLES* REPRESENTED BY MICROFORMS	27		
NUMBER OF SERIAL TITLES* REPRESENTED BY MICROFORMS	28		
NUMBER OF GOVERNMENT DOCUMENT TITLES* REPRESENTED BY MICROFORMS AND NOT ALREADY COUNTED	29		
TOTAL NUMBER OF PHYSICAL UNITS (NOT TITLES) OF ALL TYPES OF MICROFORMS	30		
MANUSCRIPTS AND ARCHIVES (IN LINEAR FEET)	31		
CARTOGRAPHIC MATERIALS, NUMBER OF UNITS	32		
GRAPHIC MATERIALS, NUMBER OF UNITS	33		
AUDIO MATERIALS, NUMBER OF TITLES*	34		
FILMS, NUMBER OF TITLES*	35		
VIDEO MATERIALS, NUMBER OF TITLES*	36		
MACHINE READABLE MATERIALS, NUMBER OF TITLES*	37		
OTHER LIBRARY MATERIALS, NUMBER OF TITLES*	38		

*EXCLUDE DUPLICATE COPIES

628

E.55

PART E - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1988

CATEGORY	LINE NO.	NUMBER
CIRCULATION TRANSACTIONS GENERAL COLLECTION	39	
RESERVE COLLECTION	40	
INTERLIBRARY LOANS PROVIDED TO OTHER LIBRARIES	41	
RECEIVED FROM OTHER LIBRARIES	42	

PART F - LIBRARY SERVICE PER TYPICAL WEEK, FALL 1988

CATEGORY	LINE NO.	NUMBER
PUBLIC SERVICE HOURS	43	
ATTENDANCE IN LIBRARIES	44	
REFERENCE TRANSACTIONS	45	
ONLINE REFERENCE TRANSACTION DATABASE SEARCHES (also included on line 45)	46	
INFORMATION SERVICE TO GROUPS NUMBER OF PRESENTATIONS	47	
NUMBER OF PERSONS SERVED IN PRESENTATIONS	48	

GENERAL INSTRUCTIONS

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

If an exact figure is not available for a particular item but the amount is known to be greater than zero, ENTER AN ESTIMATE OF THE AMOUNT. An estimate should be indicated with brackets. Refer to the American National Standard for Library and Information Sciences and Related Publishing Practices-Library Statistics (1983) for information on estimation methods and other definition clarifications.

I. INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

II. PERIOD OF REPORT

Report information for the following time periods:

- (1) Fiscal year 1988 - a 12-month period between June 1, 1987 and September 30, 1988 which corresponds to your institution's fiscal year.
- (2) Typical week in fall term 1988 - a typical week is one without holidays when the central or main library is open during its regular hours for general use.
- (3) Fall 1988 - the point in time in the fall of 1988 when the survey form is being completed.

III. INSTRUCTIONS FOR PART A - NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1988

BRANCH LIBRARIES (line 1). Report the number of branch libraries at your institution that are open all or part of fiscal year 1988. (DO NOT COUNT THE MAIN OR CENTRAL LIBRARY.) Branch libraries are auxiliary units which have all of the following: (1) separate quarters, (2) a permanent basic collection of books, (3) a permanent staff, and (4) a regular schedule for opening to the public. They are, however, administered from a central unit. Law and Medical libraries which are not administered by the central library have been asked to complete a separate IPEDS form.

IV. INSTRUCTIONS FOR PART B - LIBRARY STAFF, FALL 1988

FULL-TIME EQUIVALENT (FTE) EMPLOYEES. Report the sum of the number of full-time employees plus the number of full-time equivalent of the part-time employees. To compute full-time equivalents of part-time employees, take the number of hours worked by a part-time employee and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.5 FTE).

LIBRARIANS (line 2). Report the total FTE of librarians, including chief, deputy, associate, and assistant chief librarian doing work that requires professional training and skill in the theoretical or scientific aspect of library work, or both, as distinct from its mechanical or clerical aspect. Include unfilled positions if a search is currently underway.

E.57 630

ALL OTHER PAID STAFF (line 3). Report the total FTE for all other paid library staff in filled positions in Fall 1988 who are paid annual salaries or hourly wages except students, who are reported on line 5. This includes technical and clerical staff and professionals who are not librarians. Exclude maintenance and custodial staff.

CONTRIBUTED SERVICES STAFF (line 4). Report the total FTE for contributed services staff. Contributed services staff should be reported by all institutions.

STUDENT ASSISTANCE FROM ALL FUNDING SOURCES (line 5). Report the total FTE for student assistance, by students employed on an hourly basis whose wages are charged either to the library budget or to a budget other than the library budget. Exclude maintenance and custodial staff.

TOTAL FTE STAFF (line 6). Report the sum of lines 2 through 5.

V. INSTRUCTIONS FOR PART C - LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1988

EXPENDITURES (lines 7 - 22). Report the funds expended from the library budget in fiscal year 1988 regardless of when the funds may have been received from Federal, State, or other sources. Expenditures should be reported for the 12-month period which corresponds to your library's fiscal year between the calendar period June 1, 1987, to September 30, 1988. All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures.

SALARIES AND WAGES (line 7). Report expenditures for full-time and part-time salaries and wages before deductions, but exclude fringe benefits provided by your institution for all regular library staff. Include salaries and wages from all sources paid to students serving on an hourly basis. Exclude contributed services, and maintenance and custodial staff.

PRINT MATERIALS (line 8). Report expenditures for all materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification: books, government documents, braille materials, ephemeral print materials, and the like. Exclude current serial subscriptions and microforms.

CURRENT SERIAL SUBSCRIPTIONS (line 9). Report expenditures for current subscriptions to serials. These are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series.

MICROFORMS (line 10). Report expenditures for all photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche. Exclude current serial subscriptions.

MACHINE READABLE MATERIALS (line 11). Report expenditures for all data and data files that exist in media such as punched cards, magnetic tape and disks, and digital videodisks that are designed to be processed by a computer or other machine. Examples are U.S. Census data tapes and reference tools on tape or disk. This excludes the bibliographic records used to manage the collection and the physical components of a computer (hardware).

AUDIOVISUAL MATERIALS (line 12). Report expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as cartographic and three-dimensional materials.

OTHER (line 13). Report any expenditures for other collection materials not already included on lines 8 to 12.

ONLINE REFERENCE TRANSACTION DATABASE SEARCHES (line 14). Report any expenditures for all reference transactions in which the source used is one or more databases searched online by computer.

PRESERVATION (line 15). Report any expenditures spent on the activities associated with maintaining library and archival materials for use in either their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, deacidification, lamination, and restoration.

FURNITURE AND EQUIPMENT (line 16). Report expenditures for all library furniture and equipment purchased during the 1988 fiscal year. Include microform equipment and audiovisual equipment. Exclude computer-related equipment, which should be reported separately on line 17.

COMPUTER HARDWARE (line 17). Report any expenditures related to the purchase of computers, printers, or any other physical components of a computer system.

POSTAGE (line 18). Report all expenditures for postage and delivery, including U.S. Mail and commercial delivery services during the 1988 fiscal year.

TELECOMMUNICATIONS (line 19).—Report any separately billed expenditures for all types of telephone services and for such services as electronic mail, teleconferencing, telefacsimile, teletype, telex, etc.

CONTRACTED COMPUTER SERVICES (line 20). Report any expenditures related to purchased library services done for your library on computers by a computerized library network, computerized cooperative library organization, or by a commercial organization providing library services.

ALL OTHER OPERATING EXPENDITURES (line 21). Report all other operating expenditures such as travel, rentals, leases, insurance, postage and freight, printing, replacement of equipment and furnishings, supplies, and membership costs. If expenditures for utilities and plant maintenance and operation are paid from the library budget, they should be reported here. Exclude expenditures for capital outlays.

TOTAL OPERATING EXPENDITURES (line 22). Report the sum of lines 7-21.

VI. INSTRUCTIONS FOR PART D - LIBRARY COLLECTIONS, FISCAL YEAR 1988

TOTAL NUMBER ADDED DURING FISCAL YEAR (Column 1). Report the gross number of each category added. Do not subtract the number withdrawn.

TOTAL NUMBER HELD AT END OF FISCAL YEAR (Column 2). Report the total number of each category held at end of fiscal year.

VOLUMES (line 23). Report the number of volumes of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, or otherwise made ready for use.

TITLES (line 24). Report the number of titles of any publication which form a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. It applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms. Report the number of items for which a separate shelflist entry has been made. (SHEFLIST: A record of materials in a library, arranged in the order in which the materials stand when they are shelved or stored.) Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been cataloged or recorded separately count as two titles; a set of six monographs for which six shelflist entries have been made count as six titles; and two multivolume sets of the same edition for which one shelflist entry has been made count as one title. A methodology for estimating the number of titles in a collection by measuring the shelflist is given in the American National Standard for Library and Information Sciences and Related Publishing Practices - Library Statistics (1983).

GOVERNMENT DOCUMENT TITLES (line 25). Report the number of titles of materials in book, serial, or other form that are published by a government agency. These include publications of Federal, State, local, and foreign governments and of intergovernmental organizations to which governments belong and appoint representatives (e.g., the United Nations, Organization of American States, and the Erie Basin Commission). Government documents that are cataloged and shelved with the regular collection should be reported on lines 23 and 24. Only government documents that are organized separately should be reported on line 25.

CURRENT SERIAL SUBSCRIPTIONS (line 26). Report the number of current subscriptions to serials of different titles and not the number of individual issues (exclude duplicate subscriptions). Include periodicals, newspapers, and government documents issued serially that are cataloged and shelved with the regular collection.

MICROFORMS (lines 27-29). Report the number of different titles of materials for each of the different categories that have been photographically reduced in size for storage, protection, and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: roll microfilm, microcard, microfiche, and ultrafiche. Exclude duplicate copies.

TOTAL NUMBER OF PHYSICAL UNITS OF ALL TYPES OF MICROFORMS (line 30). Report the total number of physical units (not titles) of all types of microforms.

MANUSCRIPTS AND ARCHIVES (line 31). Report the linear feet of shelfspace occupied by these materials. Manuscripts are handwritten or typed documents, including carbon copies. Archives are noncurrent records of an organization or institution preserved because of their continuing value.

CARTOGRAPHIC MATERIALS (line 32). Report the number of units of materials representing in whole or in part the earth or any celestial body at any scale. These materials include two- and three-dimensional maps and globes.

GRAPHIC MATERIALS (line 33). Report the number of units of materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, study prints, and the like.

AUDIO MATERIALS (line 34). Report the number of titles of materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. These materials include audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, and other sound recordings.

FILMS (line 35). Report the number of titles of films, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Films are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, reel).

VIDEO MATERIALS (line 36). Report the number of titles of materials on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor.

MACHINE-READABLE MATERIALS (line 37). Report the number of titles of materials that exist in media such as punched cards, magnetic tape and disks, and digital videodisks that are designed to be processed by a computer or other machine. Examples are U.S. Census data tapes and reference tools on tape or disk. This excludes the bibliographic records used to manage the collection and the physical components of a computer (hardware).

OTHER LIBRARY MATERIALS (line 38). Report here any materials not already included on lines 23-37.

VII. INSTRUCTIONS FOR PART E - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1988

CIRCULATION TRANSACTIONS (lines 39-40). Report the number of items lent from the general collection on line 39 and from the reserve collection on line 40 for use usually (although not always) outside the library. These activities include charging, either manually or electronically, and also renewals, each of which is reported as a circulation transaction.

INTERLIBRARY LOANS (line 41-42). Report the number of transactions in which library materials, or copies of the materials, are made available by one library to another upon request. Loans include both providing (line 41) and receiving (line 42). Libraries involved in these interlibrary loans cannot be under the same administration or on the same campus.

VIII. INSTRUCTIONS FOR PART F - LIBRARY SERVICE PER TYPICAL WEEK, FALL 1988

Collect data during a typical week in the fall and report the numbers here. A typical week is defined as a week in which the library is open for its regular hours and contains no holidays. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is normally open during that period. If data are available for an entire year rather than for a typical week, then estimate a weekly count by dividing the annual figure by 52.

E. 61
634

PUBLIC SERVICE HOURS (line 43). Report an unduplicated count of public service hours per typical week for both main library and branches reported on line 1 using the following method. If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If several of its branches are also open during those hours, the figure remains 40 hours. Should Branch A also be open one evening from 7:00 to 9:00, the total hours which users can find service becomes 42. If Branch B is open the same hours on the same evening, the total remains 42, but if it is open 2 hours on another evening, or from 5:00 to 7:00 on the evening when Branch A is open later, the total becomes 44 hours during which users can find service.

ATTENDANCE IN LIBRARIES (line 44). Report the total number of persons entering the main library and all branch libraries (those reported on line 1) per typical week, including persons attending activities, meetings, and those persons requiring no staff services.

REFERENCE TRANSACTIONS (line 45). Report the total number of reference transactions per typical week. A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including computer-assisted instruction), catalogs and other holdings, records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Include information and referral services. If a contact includes both reference and directional services, it should be reported as one reference transaction. When a staff member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

Do not report directional transactions on this or any line. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a non-bibliographic nature with machines.

ONLINE REFERENCE TRANSACTION DATABASE SEARCHES (line 46). Report the number of reference transactions per typical week in which the source utilized is one or more databases searched online by a computer. These should also be included on line 45.

INFORMATION SERVICE TO GROUPS (line 47-48). Report the total number of presentations (line 47) and the total number of persons served by those presentations (line 48) per typical week. An information contact is one in which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. Information service to groups may be either bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational presentations. Presentations both on and off the library premises should be included, as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms.

DEFINITIONS - LIBRARIES (L)

The following definitions are arranged in alphabetical order:

BOOKS. Nonperiodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages, or a juvenile nonperiodical publication of any length bound in hard or soft covers.

LIBRARY. An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. This includes units meeting the above definition which are part of a learning resource center.

NEWSPAPERS. Those serials that are designed mainly to be a primary source of written information on current events. They may also include articles as well as illustrations, advertisements, legal notices, and vital statistics. Newspapers appear with a masthead and are usually printed on newsprint without a cover.

PERIODICALS. A publication in any medium intended to appear indefinitely at regular or stated intervals, generally more frequently than annually. Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Do not include newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings.

RESERVE COLLECTION. Those materials that have been removed from the general library collection and set aside in a library so they will be on hand for a certain course of study or activity in process. Usually, the circulation and length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them within a limited time period.

SERIALS. Publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series.

APPENDIX F
CCMIS ADVISORY TASK FORCE MEMBERS

CCMIS ADVISORY TASK FORCE MEMBERS

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APPENDIX G
FACILITIES INVENTORY UPDATE EXAMPLES

Types of Number Change Transactions

File 1: Site File

Only one type of number change transaction is possible in the site file. It applies to a site number.

- a. Change one site number to another site number. Indicate file number 1, existing site number and new site number.

Example 1a:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
1	3				10			

Site number can be switched simultaneously. May also need to change site number in facility file 2 and room file 3 (See examples 2c and 3g).

File 2: Facility File

Four types of number change transactions are possible in the facility file. One applies to a facility number, two apply to a site number and one applies to both a site number and a facility number.

- a. Change one facility number to another facility number (site number stays the same).

Indicate file number 2, existing site number, existing facility number and a new facility number.

Example 2a:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
2	6	42			71			

Facility numbers can be switched simultaneously. May also need to change facility number in room file 3 (See example 3e).

- b. Change the site number for one facility to another site number (facility number stays the same).

Indicate file number 2, existing site number, existing facility number and new site number.

Example 2b:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
2	4	12			5			

May also need to change site number for the facility in room file 3 (See example 3f).

- c. Change the site number for all facilities on that site to another site number (facility numbers stay the same).

Indicate file number 2, existing site number and new site number.

Example 2c:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
2	8				1			

May also need to change site number in site file 1 and room file 3
(See examples 1a and 3g).

- d. Change both the site number and the facility number for one facility to another site number and another facility number.

Indicate file number 2, existing site number, existing facility number, new site number and new facility number.

Example 2d:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
2	7	28			9	16		

May also need to change site number and facility number in room file 3
(See example 3h).

File 3: Room File

Eight types of number change transactions are possible in the room file. Three apply to a room number and/or a room-number suffix, two apply to a facility number, two apply to a site number and one applies to both a site number and a facility number.

- a. Change one room number to another room number within the same facility (site number and facility number stay the same).

Indicate file number 3, existing site number, existing facility number, existing room number and room number.

Example 3a:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
3	2	64	783				378	

Room numbers within one facility can be switched simultaneously.

- b. Change one room-number suffix to another room-number suffix within the group of suffixes for the same room number (site number, facility number and room number stay the same).

Indicate file number 3, existing site number, existing facility number, existing room number, existing room-number suffix and new room-number suffix.

Example 3b:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
3	9	56	810	P				Q

Room-number suffixes within the group of suffixes for one room number can be switched simultaneously.

- c. Change a room number and room-number suffix combination to another room number and room-number suffix combination within the same facility (site number and facility number stay the same).

Indicate file number 3, existing site number, existing facility number, existing room number, existing room-number suffix, new room number and new room-number suffix. A blank new room-number suffix deletes an existing suffix.

Example 3c:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
3	8	49	725	D			427	G
3	6	31	432	Z			432	

Room number and room-number suffix combinations within one facility can be switched simultaneously.

- d. Change the facility number for one room to another facility number (site number, room number and suffix stay the same).

Indicate file number 3, existing site number, existing facility number, existing room number and suffix and new facility number.

Example 3d:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
3	5	91	218			19		

- e. Change the facility number for all rooms within that facility to another facility number (site number, room numbers and suffixes stay the same).

Indicate file number 3, existing site number, existing facility number and new facility number.

Example 3e:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
3	1	4			8			

May also need to change facility number in facility file 2 (See example 2a).

- f. Change the site number for all rooms in one facility to another site number (facility number, room numbers and suffixes stay the same).

Indicate file number 3, existing site number, existing facility number and new site number.

Example 3f:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
3	7	35			2			

May also need to change site number for the facility in facility file 2 (See example 2b).

- g. Change the site number for all rooms on that site to another site number (facility numbers, room numbers and suffixes stay the same).

Indicate file number 3, existing site number and new site number.

Example 3g:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
3	6				2			

May also need to change site number in site file 1 and facility file 2 (See examples 1a and 2c).

643

- h. Change both the site number and the facility number for all rooms in one facility to another site number and another facility number (room numbers and suffixes stay the same).

Indicate file number 3, existing site number, existing facility number, new site number and new facility number.

Example 3h:

File Number	Existing Key Element				New Key Element			
	Site	Facility	Room	Suffix	Site	Facility	Room	Suffix
3	4	90			3	50		

May also need to change site number and facility number in facility file 2 (See example 2d).

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